

# Ware Priory Conferences

At Ware Priory, we are pleased to offer our fully inclusive *Conference Package* to ensure that we meet your expectations and specific requirements.

The package includes a full Catering Service, Conference Equipment and Room Hire

The Tea & Coffee service within your package, includes the provision of Indian Tea, Fruit Teas, Dark Roasted Coffee and Decaffeinated Tea & Coffee

**To compliment your chosen *Conference Package*, we would be pleased to offer two breakfast options for the early starters.....**

## English Breakfast

### Your Choice from the Buffet

Orange, Tomato or Pineapple Juice  
A Selection of Fruits & Melon  
A Selection of Cereal

\*\*\*\*

### Freshly Cooked Breakfast

consisting of  
Two Fried Eggs, Backrashers of Bacon,  
Butchers Pork Sausage, Tomato, Mushrooms  
Hash Browns & Black Pudding

### Freshly Baked Rolls & Croissants

served with Preserves & Butter

### Freshly Brewed Tea & Coffee

## Bacon & Sausage Breakfast

### Freshly Cooked in our Kitchens

Backrashers of Bacon  
& Butchers Pork Sausages  
served into English Long Rolls

offered with  
Mustard, Tomato or Brown Sauce

Freshly Brewed Tea & Coffee  
Orange Juice

## Sample Conference Menu

### On Arrival

Freshly Brewed Coffee and Tea  
A Selection of Danish Pastries

### Mid Morning Refreshments

Freshly Brewed Coffee and Tea  
Traditional Bronte Biscuits

### Buffet Luncheon

A Selection of Continental Breads  
filled with  
Smoked Salmon & Cream Cheese  
Norwegian Prawn Marie Rose  
Lemon Chicken  
Brie with Tomato  
Roasted Mediterranean Vegetables

### Homemade Chicken & Pepper Kebabs

served with a Sweet & Sour Sauce

### Carrot & Coriander Goujons

### Cheese Lattice Platt

### Oriental Fancies

### Chefs Choice Hot Dish of the Day

A Selection of English & Continental Cheeses  
served with Savoury Biscuits & French Bread

Freshly Brewed Tea & Coffee  
Orange Juice & Mineral Water

### Afternoon Tea

Freshly Brewed Tea and Coffee  
Selection of Cakes  
Traditional Bronte Biscuits

# Conference Tariff

---

*The Conference Package includes to the following:  
Full Catering Service  
Room Hire  
Conference Equipment  
including the provision of  
LCD Projector & Screen, Overhead Projector, Audio System,  
Flip Charts, Pin Boards, Conference Pads and Pencils  
Conference Room Cordials, Iced Water & Mints*

## Conference Package

Full Day Conference Package	£40.00 plus VAT
Half Day Conference Package	£32.00 plus VAT

## Breakfast Options

English Breakfast	£12.00 plus VAT
Bacon & Sausage Breakfast	£ 6.50 plus VAT
Bacon or Sausage Roll only	£ 3.50 plus VAT

All prices are quoted per person

## Conference Options

### Cold Beverages

(Orange Juice & Mineral Water served with Luncheon only)

Orange or Apple Juice	£6.50 per litre
Still or Sparkling Mineral Water	£3.75 per bottle

After Conference Drinks & Refreshments can be offered, if required

### Other Equipment

Television and/or DVD or Video Player	£50.00 plus VAT
---------------------------------------	-----------------

Prices include 20% VAT except where indicated

# Terms & Conditions

**Definitions:** In these terms and conditions, the following words shall have the meanings respectively set out opposite to them:

"The Company"	D & J Hampton Limited t/a Hamptons Catering
"The Priory"	Ware Priory, High Street, WARE, Hertfordshire SG12 9AL
"Fletchers Lea"	Fletchers Lea Community Building, Ware Priory, High Street, Ware, Hertfordshire SG12 9AL
"The Client"	The Principal Client
"The Site"	The land and buildings known as and constituting Ware Priory but for the avoidance of doubt including the Garden Room, Main Hall, Conservatory, Council Chamber, Pagedcroft Room, Clare & Hadsley Rooms & Fletchers Lea incorporating the Riverside Suite, Riverside Room, Willow Room & Poplar Room

## 1.0 Provisional Bookings:

- 1.1 The Company shall hold a provisional booking for a maximum of 14 days until the Company receives written confirmation of the booking accompanied by a deposit of £200.00. In the event that a booking is not confirmed within the time-scale, the Company reserves the right to cancel the provisional booking without notice.
- 1.2 On receipt of written confirmation of a booking and deposit, the client agrees to be bound by the terms and conditions contained herein.

## 2.0 Payments:

- 2.1 The Company requires the Client to pay a deposit on confirmation, as follows:

Wedding Receptions	£500.00
Functions and Events	£500.00

These deposits will be offset against your final invoice and any credit due will be forwarded within 14 days of the event.

- 2.2 12 weeks prior to the event, the client will pay 50% of the total financial estimate of the event, but for the avoidance of doubt, will include food, liquor, disbursements etc.
- 2.3 14 days prior to the event, the Company requires the outstanding balance to be paid in full. Up until this time, the original financial estimate can be amended if and when details change.
- 2.4 Any payment request or invoice issued by the Company will be payable within 14 days from date of invoice. All payment requests or invoices must be paid in full without any set-off whatsoever.
- 2.5 Should the payment request be still outstanding more than 14 days from the date of the request or remain outstanding on the date of the event, the Company may treat the confirmed booking as cancelled by the client.
- 2.6 The Company reserves the right to retain any payments previously made by the Client in relation to a specific function
- 2.7 Where credit facilities have been afforded by the Company, payment must be received by the Company, 14 days from date of invoice
- 2.8 The Company reserves the right to charge interest at the rate of 2.5% per month above the NatWest Bank base lending rate on all overdue accounts.

## 3.0 Prices:

- 3.1 The prices enclosed in this brochure are for the current year only but may be subject to any change in the rates of duty or V.A.T.
- 3.2 The Company regularly reviews its tariffs in the autumn, which come into effect on 1st January of the following year, and are applicable to that year.
- 3.3 The Company reserves the right to amend prices and details without prior notification.

## 4.0 Insurance:

- 4.1 It is a condition of booking a Wedding Reception at the Priory, that the Client has adequate insurance cover in the event of cancellation or other unforeseen causes. The Company can provide that cover or alternatively the Client can provide their own. The Company would require a copy of the insurance certificate as proof of indemnity.
- 4.2 If the Client is hosting an outdoor event at the Priory, it is recommended that the Client obtain inclement weather insurance cover.

## 5.0 Cancellation:

- 5.1 In the event of cancellation of a booking, written confirmation of the cancellation must be received by the Company, either by letter or fax. The Company will acknowledge receipt of the cancellation within 5 working days and detail any charges that may apply.
- 5.2 In the event of cancellation of a booking, the Client shall pay cancellation fees to the Company, calculated as follows:
  - 5.2.1 The total charge, if notice of cancellation is received by the Company less than 14 days prior to the commencement of the event.
  - 5.2.2 50% of the total charge, if notice of cancellation is received by the Company between 28 days and 14 days, prior to the commencement of the event.
  - 5.2.3 25% of the total charge, if notice of cancellation is received by the Company between 90 days and 28 days, prior to the commencement of the event.
  - 5.2.4 Loss of deposit, if notice of cancellation is received by the Company no later than 90 days prior to the commencement of the event.
- 5.3 In the event that the Client cancels goods and services that the Company has made on their behalf, the cancellation charges incurred shall be met by the Client.
- 5.4 The Company does not accept liability for the cancellation or curtailment of an event due to adverse weather conditions or other unforeseen causes. In this eventuality, clause 5.2.1 would be applied.

## 6.0 Final Numbers:

- 6.1 The Client must notify the Company of the final number of guests attending an event, 7 days in advance of the event.
- 6.2 In the event that the number of guests changes within the 7 days of the event, the Client shall notify the Company of that change. The Company will accept changes in numbers up to 3 days before the event.
- 6.3 The Company will charge the Client for either the last number of guests notified, the guaranteed number of guests or the actual number of guests, whichever is the greater.
- 6.4 The Company cannot guarantee to supply goods and services to guests arriving at the Priory but not accommodated in the final numbers notified to the Company.

## 7.0 Conduct of Guests:

- 7.1 The Client shall be wholly responsible for the good conduct of all guests at the event and shall ensure that nothing shall be done which may constitute a breach of the law or in any way cause a nuisance or be an infringement of or occasion or render possible forfeiture or endorsement of any license for the sale of alcohol or music and dancing. Failure to do so shall entitle the Company to require the offending person/s to leave the premises and render the Client in breach of these terms and conditions.
- 7.2 The Client shall be responsible for ensuring that its guests observe the relevant dress code pertaining to the event. The Company reserves the right to refuse entry to any guest, inappropriately attired for the event.

## 8.0 Damage to the Property:

- 8.1 The Client will be wholly responsible for any loss of or damage to the property, caused by the Client, its guests and/or its contractors.
- 8.2 The Client will be responsible for all property brought onto the premises by themselves, guests and/or contractors.
- 8.3 If excessive cleaning costs are incurred by the Company after an event, the Client will be responsible for that incurred cost – a minimum of £50.00 will be applied.

## 9.0 Indemnity:

- 9.1 The Client shall indemnify the Company and the Priory, its owners, officers and employees against all charges, claims, damage, liabilities, proceedings, demands, fines, fees, costs or expenses (to include legal expenses on a solicitor / barrister and own client basis) including but not limited to, loss of goodwill, loss of profit and loss of opportunity suffered by the Company and / or the Priory, directly or indirectly, as a result of a breach of these terms and conditions and/or the negligence or wilful default of the Client or any of its guests.

## 10.0 General:

- 10.1 The Company may rescind its contract with the Client if it is prevented, hindered or delayed in performing its obligations under the contract, by a Force Majeure event.
- 10.2 In respect of outdoor events held within the grounds of the Priory, full details of the activities must be agreed, in writing, in advance between the Client and the Priory.
  - 10.2.1 Fireworks are not permitted except with the express permission, in writing, of the Priory and only then when conducted by a bona-fide firework operating company, operating to the highest of safety standards and carrying the relevant Public Liability Insurance, a copy of which must be passed to the Priory prior to the event. The Priory reserves the right to vet any such company prior to the event.
- 10.3 When booking an event at the Priory, the Client should be aware that when reserving a room or rooms or outside areas of the Priory, as specified, that other rooms and outside areas may be used concurrently for other events, and that parts of the Priory are open to the public during all or part of any event.
- 10.4 The Company does not permit any food or beverages of any kind, to be brought onto the premises without written consent from the Company. Any such consent will result in extra charges being incurred.
- 10.5 Any food or beverages being offered as raffle, tombola or draw prizes must not be consumed on the premises.