

Celebration of Life Reception

Package A

For Your Reception

Freshly Brewed Coffee & Tea
served with Milk

Orange & Apple Juice

A Cash or Account Bar to be available
(if required)

Suggested Buffet

A Selection of Farmhouse Bread Sandwiches,
filled with

Lemon Chicken

Prawns Marie Rose

Ham & Salad

Egg & Cress

Cheese & Red Onion Chutney

Falafel (V)

Chick Peas, Onion & Spices
served with a Yogurt & Mint Dip

Marinated Prawn Skewers

served with Sweet Chilli, Tomato & Basil & Garlic Butter

Hot Cocktail Sausages

cooked with either a Honey & Sesame Glaze
or a Sweet Chilli & Lime Glaze

Ginger & Lemongrass Chicken Skewers

Cheese & Fruit Platter

Cheddar, Stilton & Wensleydale Cheeses
with a selection of Fresh Fruit, Tomato & Pickles
served with French Bread & Biscuits

Package B

For Your Reception

Freshly Brewed Coffee & Indian Tea
served with Milk

Orange & Apple Juice

A Cash or Account Bar to be available
(if required)

Suggested Buffet

A Selection of Freshly Made Sandwiches
on White and Wholemeal Breads

to include:

Smoked Salmon

Egg & Cress

Fresh Salad Mayonnaise

Roast Beef & Horseradish

Home Cooked Ham

Prawn Marie Rose

Cream Cheese & Cucumber

A Selection of Home-made Cakes

Home-made Scone, Preserve and Whipped Cream

Fresh Strawberries

served with Double Cream

Package C

For Your Reception

Freshly Brewed Coffee & Indian Tea
served with Milk

A Cash or Account Bar to be available
(if required)

Suggested Buffet

Menu

A Selection of Freshly Made Sandwiches
on White and Wholemeal Breads

to include:

Egg & Cress

Fresh Salad Mayonnaise

Roast Beef & Horseradish

Home Cooked Ham

Prawn Marie Rose

Cream Cheese & Cucumber

A Selection of Home-made Cakes

**Home-made Scone, Preserve
and Whipped Cream**

Tariff & Terms

Tariff

Catering Package A	£24.00 per person
Catering Package B	£22.50 per person
Catering Package C	£21.00 per person

Prices include 20% VAT & Room Hire

Terms & Conditions

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

"The Company"
"The Priory"
"Fletchers Lea"
"The Client"
"The Site"

D & J Hampton Limited t/a Hamptons Catering
Ware Priory, High Street, WARE, Hertfordshire SG12 9AL
Fletchers Lea Community Building, Ware Priory, High Street, Ware, Hertfordshire SG12 9AL
The Principal Client
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, Pagecroft 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 reservation as provisional until the Company receives a copy of the completed booking form accompanied by a deposit.

2.0 Payments:

- 2.1 The Company requires the Client to pay a deposit on confirmation of £200.00
These deposits will be offset against your final invoice and any credit due will be forwarded within 14 days of the event.
- 2.2 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
- 2.3 Credit facilities will be afforded by the Company, however, 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 Cancellation:

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.

5.0 Final Numbers:

- 5.1 At the time of booking, the Client must notify the Company of the number of guests attending
- 5.2 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.
- 5.3 The Company will charge the Client for either the last number of guests notified, the initial number of guests or the actual number of guests, whichever is the greater.
- 5.4 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.

6.0 Conduct of Guests:

- 6.1 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.
- 6.2 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.

7.0 Damage to the Property:

- 7.1 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.
- 7.2 The Client will be responsible for all property brought onto the premises by themselves, guests and/or contractors.
- 7.3 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.

8.0 Indemnity:

- 8.1 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.

9.0 General:

- 9.1 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.
- 9.2 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.
- 9.3 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.