



This is a guide to our Function Terms & Conditions.
This may be altered to suit your Function, please ask your Function Coordinator to provide you with our current Terms & Conditions.

Function Terms and Guidelines

The Spices Catering team are delighted that you are holding your special occasion with us. To ensure your event meets the highest standard please read the following terms and conditions.

Confirmation Of Your Booking: Absolute confirmation of the venue occurs on the receipt of a deposit and signed acknowledgement of the function planner. Please see your function co-ordinator for the required function deposit. Payment of your deposit is acceptance of the function terms and guidelines.

Final Numbers: Guaranteed minimum numbers must be received one week (7 days) before the function. Numbers may increase up to the day of the event, but must be confirmed verbally, acceptance of extra numbers are dependent on availability of space.

Confirmation Of Menu And Beverage Selection: At least 2 weeks prior to your function, we require confirmation of final arrangements of menus and should be well advanced towards all details. Please advise any vegetarian or special requirements at this time.

Payment: Payment in full is required to be settled 7 days prior to the function date by cash, direct debit or cheque payable to Spices Catering. Credit card facilities are available, please note credit payments made by Diners Club or American Express will incur an additional 1.5% facility charge. Any further payments arising will be invoiced immediately after the function on a 7-day nett payment.

Public Holidays: A 15% surcharge on public holidays applies to the total account.

Cancellations: If a function is cancelled within 14 days of the function date (written notice is required) Spices Catering reserve the right to charge 10% of the estimated value of the function. If further clarification is required please see the function coordinator.

Although all care and understanding is given Spices Catering reserve the right to use their discretion for refunding deposits. Spices Catering would be more than happy to transfer your bookings details and planning to another available date.

Hire Equipment, Entertainment And Decorations: Spices Catering would be pleased to assist with obtaining quotes for any of the above requirements and the costs would be added to your final account. Please note that no items are to be nailed, screwed, stapled or adhered to any surfaces in the Spices Catering venues.

Responsibility and Duty of Care: Spices Catering does not accept responsibility for damage or loss of any client's possessions before, during or after an event. Personal accidents cannot be accepted as Spices Catering's responsibility. Spices Catering has a duty of care and as such have right of refusal to serve any person deemed to be intoxicated. Any person providing alcohol to the said guest will also be denied service and asked to leave the premises immediately.

**Thank you for choosing Spices Catering for your special occasion.
Spices Management and staff look forward to your function.**