



TERMS AND CONDITIONS

In these terms and conditions “we” and “us” mean Papardella, and the “Client” means the person or company booking the event.

1. Quotations: all quotations are valid for three months from the date of quotation and are inclusive of V.A.T at the prevailing rate.
2. Confirmation: Papardella requires all clients to confirm events by signing and returning a copy of our Function Confirmation Form.

Confirmation of final numbers, are required two business days prior to the event. We shall be authorized to proceed with bookings upon verbal confirmation by the client, based upon the terms and conditions set out herein, but the event will not proceed without written confirmation.
3. Deposit: all clients are required to pay a pro forma payment of 40% of the quoted cost at least seven days before the function. However, if the event is in excess of six weeks away, written confirmation together with a 20% pro forma payment is essential to secure the required date of your function.
4. Loss and Damage: the client is responsible for all equipment from the time of delivery until it is collected by us, or sub-contractor, or returned by the client. Any breakages, loss or damage, however caused, will be charged in full to the client at full replacement value. If Papardella’s staff are asked to use any of the client’s own equipment, Papardella and/or its staff will not be held responsible for any damage or breakages.
5. Cancellation: if a confirmed event is cancelled the following charges will apply:
 - .. Cancellation within four working days of event -100%
 - .. Cancellation within seven working days of event -75%
 - .. Cancellation within fourteen working days of event -20%
 - .. Any liabilities to sub contractors or other direct costs or expenses incurred on behalf of the client will also be charged to the Client
6. Payment Terms:
 - .. All clients are required to pay the final invoice within 14 days from the function date. Unless otherwise agreed by prior arrangement, the company will charge interest @ 8% above the Bank of England Base calculated daily on any sums that remain overdue.
 - .. If there is cause to pass the debt onto Debt Collectors there will be an additional charge to cover these costs and our administration. In the event of this being necessary, all legal costs are to be paid for by the client.
 - .. Payment can be made by cheque or Bank Transfer .

7. Variations:

.. Menu prices are prepared on the basis of specific numbers. The price is subject to alteration depending on the agreed final number of guests. Papardella will promptly inform the client of any changes to the menu price or cost of other item changes, due to product availability.

.. We will with discretion, remove any food items, which are unsafe for consumption, due to the long period of time since preparation. Papardella cannot be responsible for the safety of any food items supplied by the client or any third party.

.. For events lasting later than 11:30pm, a transportation charge for the staff will occur to make sure they get home safely.

8. Beverages:

.. Papardella does not charge corkage, but may make a charge for disposal of empty bottles, handling charge, and or storing client's drinks.

.. All wines and spirits are provided on a sale or return basis. Soft drinks are priced separately and based on the number of guests.

9. Complaints: must be received by the company not more than seven days from the date of the event concerned.

10. Force Majeure: No liability is accepted for failure of performance due to strike, lock out, hostilities or any other circumstances outside the control of Papardella.

11. Standard Staff Rates

.. Function Manager: £150.00 for the first 5 hours (Minimum charge.) Additional Hours: £30.00 per hour.

.. Premium Staff: £100.00 for the first 5 hours. (Minimum charge.) Additional Hours: £20.00 per hour.

.. Head Chef: £150.00 for the first 5 hours. (Minimum charge.) Additional Hours: £30.00 per hour.

.. Chefs: £125.00 per chef for the first 5 hours. (Minimum charge.) Additional hours: £25.00 per hour.

.. Waiting Staff: £75.00 per wait staff for the first 5 hours. (Minimum charge.) Additional hours: £15.00 per hour.

.. Butlers: £150.00 per butler for the first 5 hours. (Minimum charge.) Additional hours: £30.00 per hour.

.. Porters: £50.00 for the first 5 hours. (Minimum charge.) Additional hours: £10.00 per hour.

For functions outside central London staff travel time will be charged for at half the additional hour's rate. The first five hours of work is a statutory charge, additional time is charged by the hour.

If we are using the client's own equipment, a porter service will be required for the cleaning of all the equipment on site.