

## Craft Catering Terms & Conditions

1. If dining numbers are below 15 there will be an additional cost of £30.00 to cover the cost of the waitress
2. If a meeting is very small then the alternative of sandwiches with a flask of tea and coffee can be served. This will set up in the bar area and no staff will be provided. This will be at a cost of £5.00 per person
3. Additional table cloths for large squares will be charged at an additional cost of £1.54 per extra table cloth
4. Menu needs to be provided 1 week prior to the meeting and final numbers 48hrs before the meeting
5. Table plan needs to be provided prior to the start of the meeting.
6. All invoices need to be settled on the evening by cash or cheque unless a bank transfer has been agreed