



CCP CATERING UK LTD

Booking Form

Name / Address / Postcode / Tel No.

20% Deposit Payment (Method of payment and amount)

Venue Address

Date of booking

Date of function / Start time of function

Print name

Signature

Terms of business;

A 20% deposit of the total quotation is required (minimum £500), together with the completed booking form to obtain confirmation of your booking. An invoice requesting balance of payment will be forwarded 30 days prior to the function date. The full balance must be received no later than 21 days before the event. The CCP reserve the right to cancel any booking if payments are made after the deadline. Bookings made within 21 day windows, will be required to pay the balance in full. (No catering or additional services such as marquee, steel band, cutlery & crockery hire will be supplied without the balance of payment paid.) Any changes to the agreed menu, services or amount of covers after a deposit has been paid, may be subject to a new quotation. Cancellations will only be accepted in writing and will incur a £300 Administration Charge. Cancellations made less than twenty weeks prior to the function date will result in a lost deposit.

Tel: 0844 809 4733 Fax: 01825 713568 info@caribbeancookpot.co.uk

Please make any cheques payable to: CCP CATERING UK LTD

Forward to: The unit, Tylers House, Tylers Lane, Horney Common, East Sussex, TN22 3EJ