



Booking Form

Name / Address / Tel No.

Method of payment and amount

Venue Address

Date of booking

Date of function / Start time of function

Airport parking and transfer service (Yes / No)

Print name

Signature

Terms of business;

A 25% deposit of the total quotation is required (minimum £999), 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 60% Administration Charge. Cancellations made less than eight weeks prior to the function date will result in a lost deposit.

Our Company Policy and Partnership with the Food Standards Agency, prohibit outsourced Food from being brought on to the Premises, until we the "Nominated Caterer" have left the Venue.

As a long established & professional catering company, we do strongly advise all our Clients to take out an Event/Wedding Insurance Policy. This will fully cover you, for ALL your suppliers on the day.

Tel: 01342 718 411 info@caribbeancookpot.co.uk

Please make any cheques payable to: CCP CATERING UK LTD

Forward to: CCP CATERING UK LTD, UNIT 47, ROWFANT BUSINESS CENTRE, ROWFANT, WEST SUSSEX, RH10 4NQ