



WEDDINGS AND EVENTS
OUTSIDE CATERING AGREEMENT

Owlpen Manor is happy to allow our clients, subject to specific terms and conditions being met. These conditions are set out below.

1. Your Agreement is with us, Owlpen Manor Estate Partnership, Owlpen, Nr Dursley, Gloucestershire GL11 5BZ ("the venue").
2. In these terms, "Supplier" is defined as the signatories of this Agreement.
3. In these terms, "Venue" means the venue at Owlpen Manor Estate, or Owlpen Manor, where the wedding or event is agreed to be held. "Wedding" also means (where applicable) a civil partnership.
4. Unless stated in advance, all VAT (UK sales tax) charges are included in the agreed fees. VAT is charged at the prevailing rate of the final invoice. Should the prevailing rate of VAT rise in the period between this contract being signed, and any fees being due, the fee shall rise to reflect that increase.
5. Owlpen Manor Estate shall have the right to make any changes to the Venue which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Venue.
6. Force Majeure:
 - a. For the purposes of this Contract, Force Majeure Event means an event beyond the reasonable control of Owlpen Manor Estate including but not limited to strikes or other industrial disputes (whether involving the workforce of Owlpen Manor Estate or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown



- of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
- b. Owlpen Manor Estate shall not be liable to the supplier as a result of any failure to perform its obligations under this Agreement as a result of a Force Majeure Event.
 - c. If the Force Majeure Event prevents Owlpen Manor Estate from providing the Venue on the Date, Owlpen Manor Estate shall, without limiting its other rights or remedies and without liability to the Supplier, have the right to terminate this Agreement immediately by giving written notice to you.
7. Where internal catering facilities are required the Supplier agrees that a commission fee of no greater than 15% will be due, or a minimum fee of £500, whichever is greater. This fee will be charged one month prior to the event taking place, and may either be paid directly by the Supplier or by the Client. VAT will be charged at the prevailing rate, as per clause 4.
 8. The Supplier will work in compliance with all applicable local health department rules and regulations relating to food preparation and food service.
 9. The Supplier agrees to provide the Venue with their public liability insurance, employers' liability insurance, risk assessments, and food hygiene certificates, no later than one month prior to the Wedding or Event.
 10. The supplier agrees to sign a disclaimer to indemnify Owlpen Manor against any liability for health or food-related problems that may arise from the event.
 11. All electrical appliances brought to the venue must be subject to an electrical testing certificate, which must be provided to Owlpen Manor if requested.



12. Owlpen Manor accepts no responsibility for product quality, hygiene standards or provisional or final prices provided by outside catering contractors or other sub-contractors or Suppliers.
13. Neither Owlpen Manor Estate nor its employees shall be liable to you for any loss of profit, consequential loss or other indirect losses under the terms of this Agreement.
14. The Supplier agrees to visit the Venue in advance of providing a final quote to the client, in order to be familiar with our facilities, allowing for a detailed and accurate quote to be provided.
15. The Supplier agrees that at least one staff member due to be present on the day of the wedding or Event will have conducted a pre-arranged site visit at least one month prior to the Event itself, in order to be clear about arrangements and facilities.
16. The Supplier agrees to provide all staff necessary in order to carry out the level of service expected of them. This includes, but not exclusively, all preparation, food service, clear-up and clean down. The venue will not provide waiting staff for the event: their staff is in attendance to run the venue and the bar, but is not available for food service unless otherwise agreed in advance, subject to a fee and availability.
17. The supplier agrees to leave the facilities as they found them, and take all possessions with them when they depart.
18. The Supplier agrees to dispose of all rubbish and recycling in the bins provided. Cooking oil may not be disposed of on-site, and must be taken away. If any food is left at the venue overnight it may be disposed of the next day.
19. The Venue will provide all tables and chairs unless agreed otherwise in advance. Cutlery, crockery, napkins and table linen may be hired subject to prior agreement.



20. If the Supplier needs to hire in any equipment, including cutlery, crockery and cooking equipment, they must check with the venue in advance to confirm that delivery times are acceptable.
21. The Supplier agrees to lay all tables the day before the Wedding or Event, unless agreed otherwise with the Venue in advance. The Venue may be able to provide this service on your behalf, subject to additional fees.
22. The Venue agrees to provide access to the venue from 08.30 on the day of the Wedding or Event, unless otherwise agreed in advance. The venue will close strictly one hour after the event has finished. For the avoidance of doubt, where the Event is due to finish at 12.00am, the Venue will close at 01.00am.
23. The venue agrees to provide adequate parking for Suppliers: there is one space next to the catering kitchen, and additional spaces in the car park.
24. The Venue agrees to provide a responsible person to make sure that the venue is managed and looked after while the Supplier is present.
25. The Venue agrees to ensure that the Supplier is provided with the facilities agreed during the site visit. If the Venue is not able to provide any agreed facilities or appliance, the venue agrees to give the Supplier prior notice of at least one week.
26. This Contract cannot be assigned by either Party without the other's written consent, with the exception set forth in paragraph 10, above.
27. If the Caterer cannot fulfil its obligations under this Contract for reasons outside of its control, the Caterer may locate and retain a replacement catering company at no additional cost to Client, or refund Client's money in full. The Caterer will not be responsible for any additional damages or compensation under these circumstances.
28. The Parties agree to not post any negative information about the other arising out of this Contract or Event on any online forum or website



without providing advance written notice of the intended content thereof, and providing the other party with an opportunity to resolve any issues between the parties amicably. Any complaint shall be made promptly and in any event must be received in writing not more than 7 days from the event.

29. This Contract will be interpreted according to the laws of the United Kingdom and any legal action must be filed in England, United Kingdom.
30. This document, along with its exhibits and attachments, constitutes the entire agreement between the Parties.

Name of Supplier

Contact:

Client's Name

Date of Event:

Email:

Phone:

Signature:

Date:

Signed on behalf of the venue:

Date: