

# Advanced Booking Form

Organiser's Name: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Rooms Booked: \_\_\_\_\_ Numbers Attending: \_\_\_\_\_

Reception Time: \_\_\_\_\_ Reception Venue: \_\_\_\_\_

Time of Meal: \_\_\_\_\_ Reception Drinks *(if known)*: \_\_\_\_\_

Time to Finish *(approx)*: \_\_\_\_\_ Dietary Requirements: \_\_\_\_\_

	Please tick type of event required
Breakfast	
3 Course Lunch	
4 Course Lunch	
5 Course Lunch	
3 Course Dinner	
4 Course Dinner	
5 Course Dinner	
Finger Buffet	
Stand Up Buffet	
Sit Down Buffet	

Any other points to note:

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Please sign, print and date below:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Please ensure that you read the Dining in Style Booking Information Terms and Conditions.**

# Booking Terms & Conditions

1. To confirm your bookings all functions must be confirmed in writing. The contract is between us and you and not any other person or organisation for whom you may be booking. We will confirm your booking once we have received it. This booking is a legal contract between yourself and us. We will send you a function sheet once we have the booking form, which you need to thoroughly check, sign and return. This will be updated with relevant details when we have it.
2. Details of menus, wine selections, special dietary requirements and other information relating to a function, must be indicated on the attached catering booking form. Once completed, this form should be sent to the Catering and Conference Office **at least three weeks before the date of the function.**
3. Final numbers must be confirmed in writing **at least three full working days / 72 hours** prior to the function. Accounts will be based upon the final number or the attendance figure, whichever is the greater. Reductions of over 10% from the original booking
4. A choice of menus **cannot** be provided except for dietary needs.
5. All prices indicated allow for dinners to commence up to 20:00 and to finish by 23:00. An additional surcharge will apply if the dinner commences after 20:00. Please see Tariff.
6. All prices indicated include flowers on the tables and typed menus. Formal table plans are the responsibility of the organiser. However, we need to view plans at least one week before the date of the function. Place cards can be printed by the College at an additional charge or you may provide your own. You will need to send us the names for the placecards by email at least one week in advance of the function.
7. All accounts are subject to the prevailing VAT rate, unless your organisation qualifies for exemption and confirms that exemption to the College in writing prior to the event. In this instance you will need to complete a VAT pro-forma, which we will provide and must be returned before the event.
8. Payment terms are 30 days from the date of invoice. If payment has not been made within the 30 days, interest will be charged at the base rate plus 5%. If paying by credit card charges of 2.25% will apply. If paying where bank charges are payable a £20 fee will be charged.
9. If you are more than 30 days in arrears of payment for a previous event held at the College, the booking may be cancelled.
10. The College's insurance covers public liability claims where the College is held to be liable.
11. The organisation making the booking shall indemnify the College against damage to College property caused by those attending the function.
12. It is our policy to ensure that, to the best of our knowledge, none of the foods we serve contain genetically modified soya or maize, as required by the EC and UK labelling requirements and that we can cater for those with allergy requirements.
13. The College shall not be held liable for circumstances beyond its reasonable control which may prevent the College from meeting its obligations in respect of a booking.
14. Smoking is prohibited in all buildings across the College.
15. The term 'College' shall include St John's College and its wholly owned subsidiary company, St John's Enterprises Limited.

## Cancellation Charges

<b>Time prior to the date of the function</b>	<b>Cancellation Charge at % of the function cost</b>
More than 28 days but not more than 90 days	50%
More than 5 working days but not more than 28 days	75%
Within 5 working days	100%

Stated upon original confirmation booking form. (i.e. the above tariffs will be applied to the number below 90% of the original booking).

The cancellation charges will not include drinks, unless specifically purchased for the event.

All other variations will be charged at the agreed rates.

If numbers are not confirmed within 72 hours of the event taking place, the function will be charged for the numbers attending or the latest numbers confirmed **IN WRITING**.

The price you will be charged will be our current tariff.

\* Where a price is not quoted on the quote, please assume a 3 course dinner price as the basis of the quote.

For further information please contact the Catering and Conference Office on 01223 338615 or email: [catering@joh.cam.ac.uk](mailto:catering@joh.cam.ac.uk)