



Terms and Conditions

1.0 Quotation and payment

- 1.1 A 50% non-refundable deposit is requested before the event to secure your booking. Until such time as the deposit has been received the booking is not to be deemed confirmed and no orders for branded goods will be placed.
- 1.2 Balance of event booking to be paid within 28 days of date of final invoice. Any delay in payment will be subject to a daily interest charge 4% above Bank of England base rate.

2.0 Branded goods

- 2.1 In order to secure branded items, full artwork must be issued to Toms Coffee, 2 weeks before the event. Toms Coffee will not be held liable for any delay in branded items should the artwork not be supplied on time.
- 2.2 All branded optional extras must be paid for in full before the event and no refunds will be offered on any branded merchandise once the proof has been confirmed with the client.

3.0 Staff

- 3.1 Any requested additional working hours outside the agreed invoice will incur a charge of £50 per hour per member of staff. This additional fee will be invoiced after the event and payment must be received within 7 days of the invoice date. Late payment fees as per 1.2 will apply.
- 3.2 Each member of staff is entitled to a 20 minute break for every four hours of service. Should only one barista be required for your event, there will be a pause in service to accommodate this break.
- 3.3 All registration of staff to the event to be dealt with by the company employing Toms Coffee.

4.0 Loading / set up

- 4.1 Toms Coffee will arrive the day before the event if the event is due to start early morning, or on the day should the event be lunchtime onwards. Full access to be granted and parking made available at no extra cost to Toms Coffee.
- 4.2 Should Toms Coffee need to arrange access slots of loading / derigging – 7 days notice to be given along with full contact details of who Toms Coffee should contact to arrange access. Should this not be provided and Toms Coffee refused access, Toms Coffee will not be held liable.
- 4.3 **Electricity Supply** – a dedicated 13amp 3Kw socket is required for the coffee machinery and a further 13 amp 2kw for extra equipment. Without this supply Toms Coffee can not operate and will not be held liable for loss of service.
- 4.4 An area of 1500mmx1500mm is required for any coffee bar.
- 4.5 Toms Coffee require storage space for milk and other accompaniments.

5.0 Cancellation of event

- 5.1 All deposits are non-refundable.
- 5.2 Should your event be cancelled within 14 days of the event taking place, Toms Coffee will charge 75% of the invoice amount.
- 5.3 Should your event be cancelled within 7 days of the event taking place, Toms Coffee will charge 100% of the invoice amount.