

HOW TO BOOK

- Have a look around our website. There is plenty of information about packages and prices. Then, with any ideas of your own in mind, contact us with your initial requirements.
- We will contact you back by phone or email to introduce ourselves and find out any additional information.
- We will create a quotation or quotations based on the information supplied and send these to you along with our Terms and Conditions. This quotation will remain valid for your particular event date. In the instance that the event brief alters, it may be necessary to review and reissue the quotation.
- Once happy with the quotation sign and return one copy to us along with a signed copy of the Terms and Conditions. Keep one copy for your records.
- When we have received this we will send the invoice for deposit, this is due immediately to confirm the booking.
- A second deposit of 25% of the quotation is due within 4 weeks of booking.
- A meeting can be arranged at a mutually convenient time to discuss any further requirements and finer details.
- 8 weeks before your event date a final checklist will be forwarded to you to include final numbers, menu choices, dietary requirements and confirmation of the services we are providing. We ask you to complete and return this checklist within 30 days of your event.
- On receipt of your completed checklist and final number of guests we will prepare a final invoice based on the information given.
- Final full payment (cleared funds) will be required 21 days before your event.
- Once you have booked us for your function we are available for any advice or assistance in the run up to the function date. However, we won't bombard you with emails between the time of booking and the event date (apart from those stated above) as we don't need to, we know what we are doing.