

EVENT PLANNING GUIDE

Download from www.goodfoodcatering.co.uk
 Rebecca on 07516 791 952 or Dan on 07738 890 523



Tips

Date		Make sure no-one has a wedding/birthday/party on the same day
No of guests		Are children invited? - make it clear on the invite or anticipate larger numbers.
Location		Can everyone get there OK ? Are there any access issues for babies / elderly or disabled?
Car parking / directions / Taxis for end of party		Can everyone find your location - do you need a map? Make a list of taxis for the end - can you prebook? Can cars stay overnight?
No of Adults		
No of Kids		Don't forget to allocate a seat for the kids - or perhaps provide kids seating - e.g. picnic benches or similar

Qty Supplier

Tables & Chairs			A 6ft round will seat 10 people
Floral Decorations			
Marquee / Tent			There are many options / styles for Marquees
Toilets ?			Where will guests spend a penny ?
Music / Entertainment			
Power Requirements			Make sure you have the power !
Site Security			

Arrivals Nibbles / Canapes	YES / NO	Arrivals Drinks	YES / NO
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Main Meal	Buffet ?	Plated?	Table Service?
Dessert	Buffet ?	Plated?	Table Service?
Cheese and Biscuits	Buffet ?	Plated?	Table Service?

Qty

Qty

Other Options ?	Kids		Gluten Free	
	Meat Free		Dairy Intolerance	

Qty

Qty

Crockery	Starter		Cutlery	Starter	
	Main			Main	
	Dessert			Dessert	
	Side plate		Glasses	Wine	
	Charger			Soft Drinks / Beer	

Food Prep Area	Kitchen / Garage etc ?	Temporary Kitchen ?
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Qty

Qty

Wine

Qty

Drinks	Beer		Cider		Red	
	Fizzy		Soft Drinks		White	
How will drinks be chilled ?	ICE !		Fruit for Garnish		Rose	

Washing Up	If you hire crockery and cutlery - we take care of this !
Rubbish / Waste	Don't forget the bin bags!
Recycling	Have a separate waste for plastic and glass recycle

At Good Food we can help you with all these items if you like. We hope this planner has been useful.



Information Pack

Document prepared by:

Rebecca Starling
Dan Stride

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Good Food Catering and Events Management

www.goodfoodcatering.co.uk

15 Footners Lane, Burton, Christchurch & Masonic Hall, High Street, Lymington

Rebecca Mobile : 07516 791 952 – Dan Mobile : 07738 890 523

1.0 Introduction

Good Food Catering was established over a decade ago by Rebecca Starling. It is based in the New Forest with a permanent kitchen based in Lymington High Street.

We are passionate about quality catering for all occasions from civil ceremonies and anniversaries to parties and corporate hospitality. Wherever you are, we come to you, with a complete package which can include our chef and waitresses, cutlery, crockery and great service.

With our extensive experience and contacts we can also arrange everything for your event including a venue - let us take the strain so that you enjoy your event - from a handful of guests to a thousand !

We can cater for you in Dorset, Hampshire and Wiltshire.

2.0 Services

We offer the full range of catering services, we can liaise with your suppliers or recommend our own. Why not let us see if we can beat their pricing and still offer excellent service and quality ?

- Cutlery, Crockery and Glassware Hire
 - Delivered clean and ready to use
 - We take it away dirty and take care of the washing up
- Full Catering Service
 - Chef service
 - Waitress Service
- Hog Roast & Barbecues
- Hot and Cold Buffet / Canapes
- Dinner Parties
- Corporate Events
- Weddings / Anniversaries / Birthdays
- Bar Service and facilities
 - Bar staff
 - Temporary Events Licence
 - Wines, cocktails and drinks service
- Marquees
 - Flooring
 - Lighting
 - Heating
 - Seating
 - Tables
 - Decorations / Table Decorations / Floral
- Music
- Invites and Menu Production

3.0 Let us help and take the strain for you

3.1 Pre event planning

We provide a full service for planning that special event, for a handful of people or a thousand ! Let us double check your arrangements to make sure nothing is missed. We might not be necessarily be providing all the services for your event but we like to make sure that all goes smoothly.

Prior to the event we will hold a number of consultations with you, provide copies of menus for your review and also confirm the running times of the event in writing. We want the event to be your event – therefore we listen to your requirements and offer our suggestions for the day. It is important that your choice of food and service suits your style and requirement. Not the one that the caterer would like to use !

We can help with table plans and name places. Menus can be produced and we can provide assistance with the invites. This to make sure that your event goes as smoothly as possible and has a consistent look and feel – this makes you proud to host a professional event – even if it is only for friends (they can be the harshest critics you know !).

3.2 On the day

Rebecca and / or Dan or one of our senior team along with our colleagues will be there in plenty of time to ensure readiness for the event.

We have a 'can do' attitude so that if there is ever any little problems or niggles – we are there to straighten them out to the very best of our abilities. Unfortunately we have no control over the weather !

4.0 Our Clients

We have provided catering for many thousands of satisfied customers. Most notably our current clients are ;

- New Forest District Council
- Masonic Lodges
- Dorset Police
- Great Dorset Steam Fair – Corporate Hospitality, VIP and Restaurant
- Bournefree Event 2009
- Many private individuals

Full references can be viewed on request.

5.0 Locally sourced ingredients

We purchase produce locally whenever possible. We believe that using these suppliers support the local economy whilst contributing to the reduction of our carbon footprint. This sometimes means that our costs are higher than our competitors using national chains for Meat and Veg deliveries. We are happy to stand by our decisions to support the local business network, even if sometimes it means we are not as competitive.

We strive to source locally grown and reared produce too. At present we are collating together a catalogue of products to enable that events across our three counties that we service are catered for with produce which is local to those counties. It is not always easy but we endeavour to meet this requirement.

A locally sourced product on a menu can make people take more interest and also then hopefully encourage them to support these local producers, thus rejuvenating traditional skills and crafts and support rural economies which are struggling so much at the moment.

6.0 The boring bit

6.1 Fully Insured

We hold fully liability insurance through NFU insurance. We can also discuss event insurance should you require it.

6.2 Health and Safety Requirements

For each event we will undertake a Risk Assessment. We also have a Health and Safety policy which can be produced on demand if required. We adhere to safe food handling practices and have procedures for this.

6.3 Licensed

For the sale of alcohol we have a Licensed Designated Premises Supervisor and two British Institute of Innkeepers Exam Pass holders.

We can arrange Temporary Event notices for your event up to 499 people or a full Premises licence for events over 499. We have extensive experience with licensing applications for many types of venues.

6.4 Low overheads

We operate from small premises and therefore our overheads are kept to a minimum so we can keep costs down. We do not have any long or medium term debts. You can be sure that we will be around even if your event is in a year's time – important in these uncertain times.

Good Food Catering Events Ltd

Terms and Conditions

Definitions

'The Company' means Good Food Catering Events Ltd and 'The Client' means any person or company contracting with The Company.

The Quote

Following our discussions The Company will provide you with an individual written quotation. It 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.

The Payment

The Company's services are hired under the terms and conditions set out below. The payment by any person of any fees and charges for such services shall be deemed to be an acknowledgment and acceptance by such person of these conditions. When the deposit (or full payment) is submitted, a signed copy of the Terms and Conditions should be supplied to confirm this.

Confirmation of your event will be upon receipt of the requested deposit. Failure to provide this may result in The Company cancelling the event.

Payment Terms

As many costs are incurred on your behalf prior to the event date, The Company have the following payment terms:

- A deposit, based on a minimum of 20 percent of total quotation costs, is required immediately to confirm your event.
- Full prepayment of all known costs is payable 1 week before the day of your event.
- Outstanding accounts of 30 days will incur interest at 2% above the Bank of Scotland Base Rate.
- Cheques must be payable to Good Food Catering Events Ltd.
- Corporate accounts are required to be settled in full within 14 days of the Invoice Date.

Cancellation

In the instance that you need to cancel your event, the following conditions will apply:

- All cancellations must be made by telephone, in the first instance and confirmed in writing or by email. The Event will only be cancelled when The Client is in receipt of a Cancellation Acceptance from The Company, which will either be a written letter or an email from The Company.
- If The Client shall cancel or be deemed to cancel the Event six calendar weeks or more than six calendar weeks prior to the Event Date specified in the quotation, then The Client shall be liable to pay 20 percent of the Total Costs in addition to all out of pocket disbursements or costs of The Company in relation to the proposed provision of the Services, credit being given for any Payment on Account already paid.
- If The Client shall cancel or be deemed to cancel the Event less than six calendar weeks but more than a week prior to the date specified in the quotation, then The Client shall be liable to pay 50 percent of the Total Costs in addition to all out of pocket disbursements or costs of The Company in relation to the proposed provision of the Services, credit being given for any Payment on Account already paid.
- If The Client shall cancel or be deemed to cancel the Event less than one week prior to the date specified in the quotation, then The Client shall remain liable to pay 100 percent of the Total Costs
- Where circumstances beyond The Company's control prevent us from fulfilling any obligations, The Company will, by notice in writing to The Client, terminate the Contract and return to the Client any balance of the Payment on Account remaining after settlement of all or any costs, expenses or liabilities howsoever incurred in respect of the proposed provision of the Services

Liability

The Company confirms that they have and will maintain sufficient Public Liability Insurance for events of the nature of the booking. A copy of the certificate (or scanned PDF image) is available upon request.

The Company follows strict HACCP guidelines for all food production, handling, storage and distribution and dealings with our clients and their guests.

Our policy, based on these guidelines, restricts the service of foodstuffs, to a maximum of four hours after being removed from refrigeration. The Company advise that all food must be consumed after two hours of initial serving, therefore any food consumed after two or more hours of it first being served is at The Clients discretion and therefore becomes their responsibility.

Where The Company use The Clients' kitchen facilities, they will be thoroughly reviewed prior to the Event but if they are deemed to be unusable on the Event Date, then The Company will accept no liability for cancellation of the Event.

Delivery

The Company operates a free delivery policy up to a limit of 20 miles. Delivery charges will apply thereafter, dependant upon distance, unless otherwise agreed.

I/We agree to all the above Terms and Conditions

Name: _____

Event Date: _____

Signed: _____

Date: _____