





# SATELLITE SYMPOSIA – EXPERTS ON THE SPOT

# **CATERING OFFER**

Contact details: Claire Foley: Fola Salako: General: Claire.foley@compass-group.co.uk Fola.salako@compass-group.co.uk LeithsExCeL@compass-group.co.uk







## **MOBILE UNITS**

This service is based on a hawker style tray service per session.

Price below includes staffing

Rates are exclusive of VAT

#### HAWKER DRINKS PACKAGE

Individual packs of fruit juice Bottles of smoothie Individual bottles of mineral water 150 persons £865.00 per session 200 persons £1150.00 per session 250 persons £1445.00 per session

### HAWKER FOOD PACKAGE

Cereal Bars Individual wrapped biscuits Mini muffins 150 persons £800.00 per session 200 persons £1060.00 per session 250 persons £1320.00 per session



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### **TERMS & CONDITIONS**

#### **CHARGES**

All charges are quoted in pound sterling (GB) and subject to Value Added Tax at the current rate.

Leith's requires 100% payment, prior to event. The Company reserves the right to cancel the provision of Services to any Event for which deposits have not been paid by deposit invoice due date. A due date will be detailed on your deposit invoice.

The Company reserves the right to make additional charges for Events commencing before or after the operating hours of (7.00am – 11.00pm.)

All prices do not include staff supplements for service or clearing

All items will be served in disposable materials

#### **CONFIRMATION & DEADLINES**

The deadline for ordering is 7<sup>th</sup> August 2015

From the 7<sup>th</sup> August 2015 until 7 working days (19th August) before the congress, the final customer numbers can only vary by a maximum of +/- 5%

The numbers and final menus invoiced will not be below the number confirmed 7 working days before the congress (19th August)

Duration of the buffet services are based on 45 minutes - 1 hour

Any additional timing may have extra costs depending on specific requirements

#### CANCELLATIONS

Any orders wishing to be cancelled must be received in writing or via email

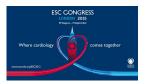
Any orders cancelled prior to the 7<sup>th</sup> August will be cancelled at no charge

Any orders cancelled between  $7^{th}$  &  $19^{th}$  August – charge of 50%

Any orders cancelled from 20<sup>th</sup> August – 100% charge

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| Catering Service Order Form - Experts On The Spot |               |  |  |  |  |
|---|---------------|--|--|--|--|
| Contact Name:                                     | Mobile No:    |  |  |  |  |
| Company Name:                                     | Telephone No: |  |  |  |  |
| Invoice Address:                                  |               |  |  |  |  |
| City:   | Postcode:     |  |  |  |  |
| Email:  |               |  |  |  |  |
| Room Name:  | Session No:   |  |  |  |  |

| Mobile Units             |           | 29 Aug Sat       |          | 30 Aug Sun       |          | 31 Aug Mon       |          | 01 Sept Tue      |          | Comments |
|--------------------------|-----------|------------------|----------|------------------|----------|------------------|----------|------------------|----------|----------|
|                          |           | Delivery<br>time | Quantity | Delivery<br>time | Quantity | Delivery<br>time | Quantity | Delivery<br>time | Quantity |          |
| Hawker Drinks<br>Package | £1,445.00 |                  |          |                  |          |                  |          |                  |          |          |
| Hawker Food<br>Package   | £1,320.00 |                  |          |                  |          |                  |          |                  |          |          |

Please note that all of the above prices are per person and subject to VAT at the current rate. \* This Service is based on a hawker style tray service for 250 person per session

| <b>PAYMENT DETAILS:</b><br>Amex) | MasterCard | [ ] Amex [ ] | Switch [ ] | Visa [ ] (Surcharge 2% for Vi | isa/ Mastercard 4% |
|----------------------------------|------------|--------------|------------|-------------------------------|--------------------|
| Credit Card Number :             | / / /      | '            | / / /      |                               | /                  |
| Start Date: / /                  |            | Expiry Date: | / /        | Sec No:                       |                    |

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