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# THE OLD VICARAGE

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## RESTAURANT

RIDGEWAY VILLAGE, NEAR SHEFFIELD S12 3XW  
TELEPHONE: 0114 2475814 FACSIMILE: 0114 2483743  
www.theoldvicarage.co.uk e-mail: eat@theoldvicarage.co.uk

### CONDITIONS OF TRADING

A restaurant reservation made by telephone or in person constitutes a contract between the client and The Old Vicarage. Reservations are deemed to be accepted in good faith and once made are binding. Reservations which are not honoured, or not formally cancelled, will attract a penalty of 75% of the average total value of such a booking, calculated on the audited average spend per head, plus costs of recovery, all legal costs and interest charged on the overdue balance at 2% per month.

Booking deposits paid to secure the date for a future event are payable upon making the reservation and are non-refundable. All event bookings un-secured by deposit are considered provisional only, until such time as a booking deposit is paid. A provisional booking may be replaced at any time by any other booking. Upon payment of the booking deposit The Old Vicarage agrees to hold the date requested exclusively for the client, and the client becomes obliged to fulfil the booking as originally detailed. At this point The Old Vicarage may agree to enter into a fixed term contract with the client should the client request this. In all other circumstances, the average costs per head or the quoted budget costs will form the basis of the booking contract. Upon ascertaining detailed requirements from the client a written quotation will be issued. Such quotations will form a binding contract of the terms and details of the event. With the exception of pre-paid accounts, all quotations are subject to market and currency fluctuations, changes in duty and VAT, and subject to stock remaining unsold.

Reservations for functions must be cancelled in writing 6 months before the event. Cancellation more than 180 days before the event carries no additional penalty, save for forfeiture of any booking deposit paid. All cancellation penalties are then calculated according to the total value of the costs quoted, or the average prices per head multiplied by the attendance figures or invitees advised by the client, whichever is the lower. Penalties incurred then rise from 50% of total value for cancellation within 180 days, rising by 10% per 30 day period, up to 100% within 60 days.

Final numbers for events are required 8 weeks before the event date, at which point an invoice will be raised. This invoiced value shall constitute the minimum charged cost for the function, in the event of altering attendance. Payment in full is required by cleared funds no later than 42 days before the event. In the event of changes to final requirements or alteration of the numbers attending or general specification of the event, The Old Vicarage reserves the right to cancel all previous quotations and re-quote costs on the basis of the new criteria offered.

Reservations in the restaurant for parties, or at peak periods, or for special days such as Christmas Day, New Years Eve, Mothering Sunday or Valentines Day, will be required to be guaranteed by a credit card or deposit payment. Cancellation of bookings made for special days (as stated above), within 7 days of the event, are subject to a cancellation fee to the value of 75% of the cost of the meal on that day. Cancellations on the day, or non-arrivals, are subject to payment in full of the cost of the meal on that day. Where parties of less than 16 require a private room, a room hire charge will be levied.

Payment for all restaurant meals & service are due & payable on the day. Account facilities are available upon request (subject to status). We reserve the right to refuse account facilities at any time. All accounts are payable within 14 days of invoice & are subject to the addition of a service charge of 10% of the final bill. Credit card payments over £1000.00 are subject to a surcharge of 3% of the final bill.

All property on the premises or within the site curtilage is left at the owners' risk. The Old Vicarage will not remain liable for loss or damage to property, unless caused by direct negligence of The Old Vicarage, their employees or their agents. All claims must be notified in writing within 48 hrs. of loss or damage. In respect of any valid claim The Old Vicarage will assume liability only for up to £100.00 of the value of any loss, which will be the limit of liability.