



How to Book an Event and our Terms & Conditions

Getting a Quote

Please look through our website and decide how we can help you, be it menus, drinks, themes, staff or management. Once you have decided on how we can assist your event, just send an e-mail to info@deritz.co.uk or give us a call on 0208 533 4167 and we can discuss your initial requirements and provide you with a provisional written quote. When we have received contact from you, one of our event managers will call you to discuss your requirements further and arrange a meeting with you at your convenience and at no obligation. This will enable us to provide you with a formal written quote. Quotes are valid for 2 months unless otherwise arranged.

Accepting our Quote

When you are happy with everything within your quote we would ask for confirmation in writing by email to info@deritz.co.uk . We will then reply to you with a Sales Order Confirmation.

Deposit

A non-refundable deposit of 50% payment of the provisional quote will be required. Once the funds have been cleared, your event will be confirmed.

Changes in Numbers or Requirements

Your numbers and requirements will be stated within the quote. Final numbers are required 5 working days prior to the event. If for any reason there is a decrease in numbers after this time you will be charged for your final numbers given on confirmation. In the event of an increase in numbers or changes to your requirements you will be charged accordingly. Any changes of menu items must be made in writing or email at least 10 working days prior to your event. Menu changes cannot be accepted after this time.

Payment

We will issue an invoice for the final balance of 50% payable 15 working days prior to your event. Any losses or breakages of equipment, additional drinks or any menu extensions will be invoiced after the event date and will be payable within 14 days of the final invoice.

Cancellations

Cancellations must be received in writing 28 days before the event date. Cancellations made after this time will be charged at the full amount of the original. All cancellations must be confirmed in writing to become effective.