



# Westwell Downs

EVENTS

**Westwell Downs Events**  
Downs Farm  
Westwell  
Burford  
OX18 4JY

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## **BOOKING – Ts & Cs**

### ***Fees***

A deposit is due on confirmation of booking to secure your date. Final numbers are required six weeks before the event. No alterations to guest numbers/menu changes will be accepted after we have received your final numbers. The balance is payable in full 4 weeks prior to the event.

Payment can be made either by cash or bank transfer. If paying by BACS, please email [charlie@westwelldowns.com](mailto:charlie@westwelldowns.com) once you have done so. Please use your Invoice Number as the reference.

### ***Pricing***

Reducing your numbers after initial quotation may increase the spend per head.

There is a sur-charge for split choices due to the extra labour involved, dietary restrictions will always be catered for at no extra charge.

If you would like us to set the glassware/cloths/cutlery/crockery the day before our setup fee for this based on the number of estimated hours involved in doing so. All Prices Quoted are subject to VAT at the current rate of.

### ***Wedding Tastings***

We offer complimentary tastings up to 6 people for weddings with a food bill of over £5000.00 For weddings that have a spend of under £5000.00 you of course can still attend a tasting but there is a non-refundable charge of £75.00 per head. *(depending on menu chosen)*

### ***Information***

Final numbers including any dietary requirements are due six weeks before the day and final payment is due four weeks before. No alterations to guest numbers/menu changes will be accepted after we have received your final numbers.

### ***Postponement & Cancellation***

If you need to postpone or cancel your event, please let us know as soon as possible by telephone or email, you can still use your deposit amount towards a new date (of similar value). We regret that we cannot refund you if you cancel the event as many hours go into the planning of your event to ensure it is successful. We have most likely refused other bookings on that day and we cannot recoup any earnings from those who we have turned away.

### ***Allergies & Dietary Requirements***

It is the client's responsibility to inform Westwell Downs Events well in advance of any dietary requirements or allergies, such as allergies to gluten, wheat, dairy, Nuts, Shellfish Etc

### ***Staff***

Waiting staff are £20 per person per hour from 2025.

Additional Chefs are a day rate of £200.00.

Staff members are not employed by Westwell Downs Events, they are all self-employed.

Staffing costs are additional to the food costs.

Westwell Downs Events do not charge for the organisation and administration of staff for your event.

We charge staff out in cash and the amount is paid directly to them and therefore is not subject to VAT.

Staffing is sometimes organised by a third-party company, these prices and conditions are therefore subject to alteration and price fluctuation is an outside company has been used to staff your wedding, they ae invoiced directly to the client.

### ***Terms & Conditions***

Westwell Downs Fine Food & Events maintains statutory insurance cover, it accepts no responsibility for any loss, injury, damage, or breakage caused by any of its staff.

Deposit is to be paid within one week of accepting the quote/receiving booking form as date can only be held for this duration.

Where a quote/estimate is issued, please note that this is a guide price and is subject to change. Food costs are often volatile and therefore estimated costs are only given until the final invoice is sent. We have the right to increase with fluctuation in food costs as well as the right to increase estimated prices to fit with alterations in local taxes as well as inflation.

Westwell Downs Events may have several functions on one day, therefore it is not guaranteed that Charlie will be present at your function. However, Westwell Downs Events have experienced staff that will coordinate and ensure efficient running of service.

When Westwell Downs Events are prevented by circumstances beyond their control from fulfilling their obligations, they will notify their client in writing and terminate the contract. Westwell Downs Events will return to the client any balance of the payment on account remaining after settlement of all or any costs, expenses or liabilities incurred in respect of the proposed provision of the services.

Westwell Downs Events follows strict Hazard Analysis and Critical Control Point guidelines for all food production, handling, storage, and distribution. Their policy therefore states the foodstuffs should be consumed within four hours of being removed from refrigeration. Any food consumed after these times is served with the client's discretion and therefore becomes the client's responsibility.

The payment by the client of any fees, expenses, or other costs shall be taken as acknowledgment and acceptance by the client of these terms and conditions.

Client Signature –

Date -