



The Honourable Society of the Inner Temple

Outside Caterer Terms & Conditions

The provision of food and drink by any other company other than the Inn's contracted caterers will only be allowed if:

1. The appropriate fee has been paid at time of confirmation of booking;
2. The caterers have supplied the necessary documentation and passed the Inn's **Facilities Manager caterers' hygiene and safety audit**;
3. Documents to be provided: Full Risk Assessment/Method Statement/Copies of Public Liability (Minimum of £5million)
4. A signed acceptance to the additional terms and conditions has been received by the Catering Department at the Inner Temple;
5. Deliveries of food, **equipment** and other items will only be permitted on the day of the function;
6. All refuse, equipment and food should be removed on the day of the function;
7. All caterers and sub contractors should be clear of the Inn one hour after the scheduled event finishing time;
8. All members of staff are to be provided by the caterer. The Inn will provide security personnel; a Duty Manager to advise; a Kitchen Porter to advise on use of equipment only.
9. The kitchens and service areas should be left in the same clean state they were found. Should the premises be left in an unsatisfactory state, the catering company or the client will be charged an additional cleaning cost. It is advised that the caterers seek approval of the Inn's staff before vacating the premises;
10. No naked flames to be used in the building
11. The use of the Inn's furniture is included in the hire price. The costs for additional furniture requirements are to be covered by the client
12. Agreed room plans are to be submitted to the Inn 48 hours (**7 working days**) prior to the function date;
13. No alterations to the agreed room layout will be allowed on the day of the function;
14. All electrical equipment brought to the Inn should have an up to date PAT test certificate;
15. The caterer is to provide small and light equipment, cutlery, china and glasses. The caterer will have use of the Inn's kitchens and the use of one walk-in fridge;
16. A full list of suppliers to be given to the Inn for security & access reasons;
17. A full timetable of events must be submitted to the Catering Department 4 weeks prior to the function.
18. **A full site visit must be made by the caterers at least 8 weeks before the event to assess:**
19. **Access to the building/Fridge Capacity/Routes of delivering food from kitchen to dining room/ check lift capacities.**

I acknowledge that I have read and received a copy of the terms and conditions and agree to abide by them.

Name:

Event Name:

Date of Event:

Client Authorised Signature: _____

Date: _____