

NOBLE PRAWN LTD.

# Terms - provision of private chef services 2023



[WWW.NOBLEPRAWN.COM](http://WWW.NOBLEPRAWN.COM)





# Statement of agreement

This agreement sets out how you the client and I the chef contractor should work together. If you do not agree with these terms then I will not proceed with your booking. This statement of agreement applies to all private chef event bookings and is entered into by you the client and me the chef (contractor) and is subject to the terms and conditions below.

How things work

On enquiry I obtain a brief from you, either in writing or verbally, as to what your event expectations are. Specifically I will request the style of meal/s required, food allergies, foods preferences, drinks requirements etc. I will do my best to accommodate your catering needs. I will give you a date for when I will email you draft menus with estimated costs and these terms for working together. The payment schedules are set out in the following pages.

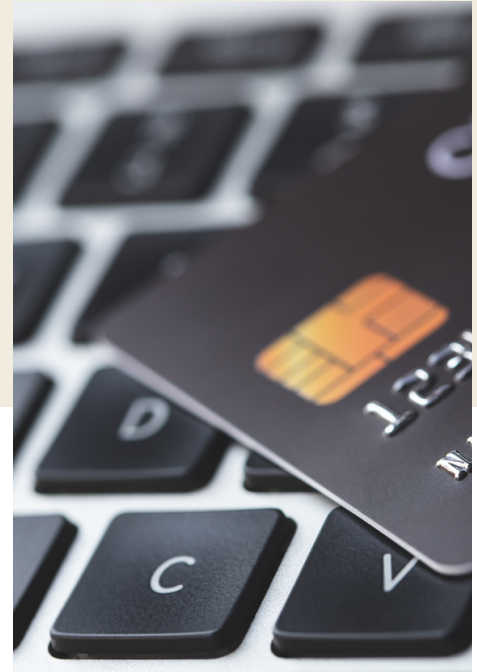
*Lily Benbow*

**Director & Chef**

Noble Prawn Ltd.



# Payment schedule



## Events with less than 30 guests

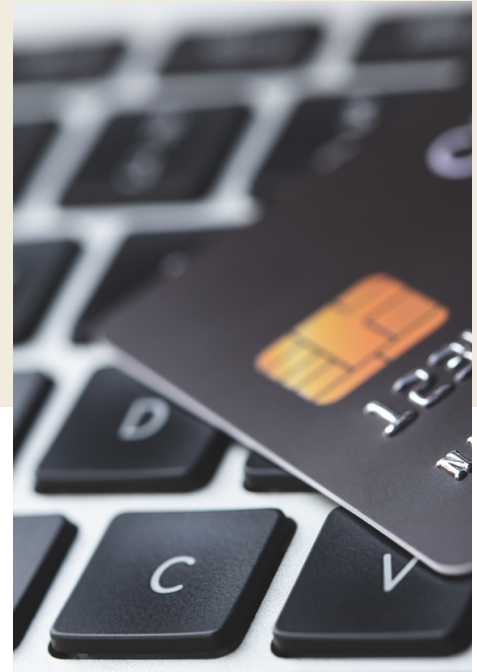
Working back from the date of the event the payment schedule is as follows:

As soon as we have agreed menus and costs I will issue a proforma invoice upon which I will request a 20% deposit. This is non refundable. 10 days before the event date I will request a further 60% payment. Guest numbers must be confirmed at this time. Payment is non refundable.

The final payment of 20% is due at the end of the event.



# Payment schedule



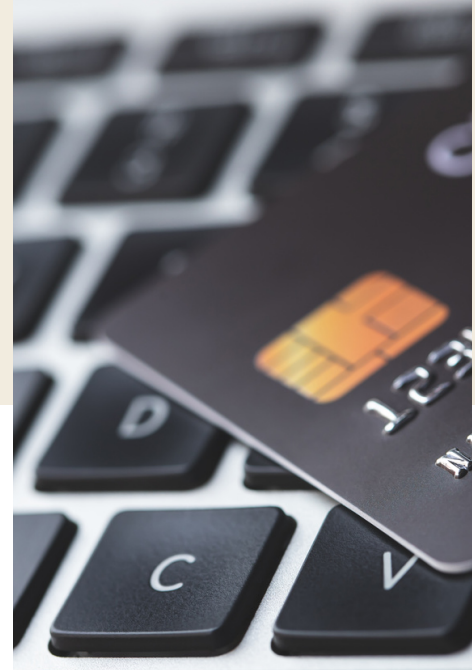
## Events with 30 guests or more

As soon as we have agreed menus and costs I will issue a proforma invoice upon which I will request a 20% deposit. This is non refundable. One calendar month before the event date, full final payment is due. Guest numbers must be confirmed at this time. Payment is non refundable.

Any additional costs incurred will be clearly identified and a further payment due not less than 48 hours prior to the event date.



# Payment schedule



## Events booked less than 14 days before event date

Menus and costs to be agreed within 4 days of initial enquiry.

I will issue a proforma invoice upon which I will request a 80% deposit, payable on date of issue.

Guest numbers must be confirmed at this time.

Payment is non refundable.

The final payment of 20% is due at the end of the event.



# Event enquiries & bookings more than six months in advance.

Please provide me with a date and I will book your event into my diary. No deposit will be required to do this. However should I receive another enquiry for that date then I will request a holding fee of £100 to secure the date. This holding fee will later form part of your 20% deposit.

As soon as we have agreed menus and costs I will issue a proforma invoice upon which I will request a 20% deposit. This is non refundable.

See above for \*payment schedules for events with less or more than 30 guests.





# Overseas clients

Return flights, transfers, accommodation will be supplied and paid for, by you the client. I hold an Irish passport.

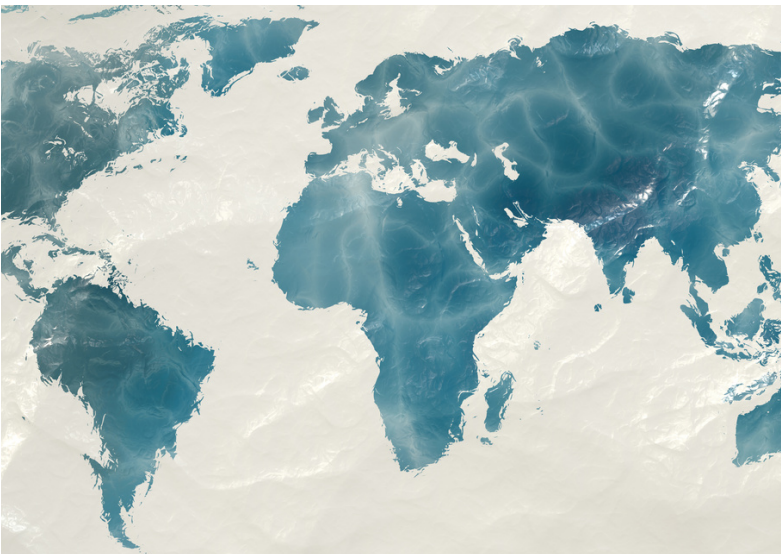
I charge a daily rate for chef services – this includes sourcing and buying ingredients, designing menus, all food preparation and then kitchen clean down. On any no/reduced cooking days there will still be an agreed daily rate.

If I buy ingredients from local markets then I will require cash for purchases as these do not generally take card payments.

I have a clean full British driving licence but all vehicle insurances must be paid by you the client for fully comprehensive cover.

I will issue an invoice which must be settled by bank transfer on the final day of the booking or earlier if desired.

Should you cancel my chef services for any reason then I will not be held responsible for any loss of monies due to flights/ingredients purchased etc. If any arrangements are changed by you the client then it is your responsibility to cover all costs for my homeward journey, accommodation etc.



# Be in the know ...

## WINE, FLOWERS, TABLE SCAPING ETC.

You may have decided to request wine, flowers or table scaping services. I work with partners to supply these additional services. If you enter an agreement with them to supply their services then you enter into a separate agreement with them and will be invoiced separately by each partner company. I hold no responsibility for the delivery of their service or your commitment to pay.

## DEPOSITS

I request the 20%/80% deposit to secure your event date. This is non refundable unless I fall ill and will not be able to complete your booking. This is the only reason by which I will pay a refund.

Should you wish to cancel the booking then you will forfeit your deposit or deposits.

Deposits cannot be carried over to another date.

## IN PERSON PRE EVENT MEETINGS

Should you wish to meet with me and discuss in person your event requirements then I will happily arrange this. There will be no charge for travelling expenses should the venue be located within the 20 mile free radius of travel from my registered business address. Any travel distance beyond this zone will be charged to your final invoice as expenses incurred.



## CONTACT DETAILS

**Tel: 07725632647**

## OFFICE HOURS

Monday -Sunday  
0800hrs - 2000hrs

## WEBSITE

[WWW.NOBLEPRAWN.COM](http://WWW.NOBLEPRAWN.COM)

## INSTAGRAM

[@nobleprawnltd](https://www.instagram.com/nobleprawnltd)



# Be in the know ...

## ILLNESS

Should you request, I will take a covid test on cooking days and text you a picture of the test result. I will wear a face mask, if you request this, when on your premises. Costs incurred by me for taking these tests will be invoiced to you the client.

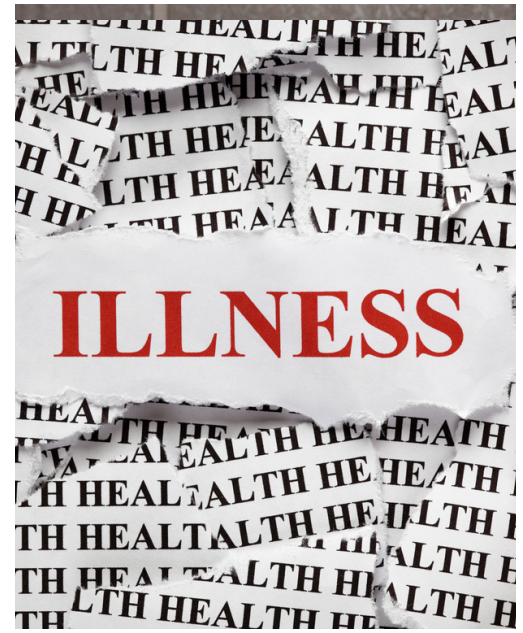
I will not proceed with cooking or your booking if I am found to have a positive covid test result.

I will advise you immediately and try make alternative arrangements with chefs in the area. However I may not be able to secure you a chef at short notice and hold no responsibility for this.

Note I am fully vaccinated and willing to provide my NHS vaccination certificates if you wish.

I am governed by the safe working practices of the Food Standards Agency and will not breach these. (see [www.Food.gov.uk](http://www.Food.gov.uk) )

If you or any of your guests have covid you must inform me in advance of the event. I will carry out a specific risk assessment to see if I can still safely continue with your event.



## CONTACT DETAILS

Tel; 07725632647

## OFFICE HOURS

Monday -Sunday  
0800hrs - 2000hrs

## WEBSITE

[WWW.NOBLEPRAWN.COM](http://WWW.NOBLEPRAWN.COM)

## INSTAGRAM

[@nobleprawnltd](https://www.instagram.com/nobleprawnltd)

# Client responsibilities

- ✓ You must ensure that your premises/event space is a safe working environment for me the chef and my staff. If I deem that it is not a safe place to work then our contract of agreement will cease and I will not complete the booking.
- ✓ You must ensure that your kitchen is clean, clear of debris, dirty dishes/glasses etc., ready for me to work in. If this is not the case I will wait until you ensure that it is cleared and made clean and ready for me to begin work. This will delay your event. If you are unable to clean the area sufficiently for me then this agreement will cease and I will not complete the booking.
- ✓ All pets must be kept under control and away from the kitchen/cooking area when I am on your premises.
- ✓ Should you refuse to pay the final balance then I will take out legal proceedings against you to reclaim my costs. I will no longer accept enquiries or bookings from you should I enter into legal proceedings against you.



# Noble prawn Ltd. responsibilities

- ✓ All costs and expenses will be clearly set out in a proforma invoice, emailed to you in advance.
- ✓ I will provide in writing all known allergenic ingredients within the ingredients on my menu. My kitchen/s store allergenic ingredients but I can cook separate dishes according to guest preferences. Please note my kitchen/s are NOT a nut free environment.
- ✓ I will advise you if I am unable to obtain ingredients as per our agreed menu. I work with the seasons and hold no responsibility for being unable to source specific ingredients. I will always try to make reasonable substitutes or make a different choice suited to the menu in question. This choice will be at my discretion.
- ✓ Sometimes I will leave leftover food for you in your fridge or kitchen after your event. You consume this food at your own risk as I will have no control over it's safe storage once I leave your premises.
- ✓ I hold a 5 star Food hygiene rating and will show you official certification should you request it.



# So that's it..let's get started !

THIS STATEMENT OF AGREEMENT IS EFFECTIVE ON BOOKING ME AS YOUR PRIVATE CHEF . IN THE EVENT OF ANY CONFLICT THEN THE TERMS OF THIS STATEMENT OF AGREEMENT SHALL GOVERN AND PERVAIL.

*Lily Benbow*

Lily Benbow

Director/Chef Noble Prawn Ltd.

2nd February 2023



07725632647



[WWW.NOBLEPRAWN.COM](http://WWW.NOBLEPRAWN.COM)



LILYBENBOW@NOBLEPRAWN.COM

