

Aztec Garden Shows Invoice 2018

Aztec Garden Shows Ltd

Contact Name
 Company Name
 Address

 Postcode
 Email
 Tel

Date

List of catering products able to sell at the show.
 (Please note you will be asked to remove any items not on this list)

SIZE OF UNIT/AREA REQUIRED:

BOOKING DETAILS	Units	Full Price	Interim Payment 3 Calendar months prior to show		Final Payment 2 Calendar months prior to show		Initial Deposit due by return	
			Amount	Date payable	Amount	Date payable		
							£	-
							£	-
							£	-
							£	-
							£	-
							£	-
		£			Deposit	By Return	£	-

**PLEASE NOTE YOU MUST RETURN THE REQUIRED PAPERWORK FOR YOUR BOOKING TO BE PROCESSED
 PLEASE ENCLOSE A COPY OF YOUR INSURANCE DOCUMENT AND HYGIENE CERTIFICATES**

Your stand will not be reserved until we have received all payments (deposits, interim & final payments). Interim & final payments can be made by either card or post dated cheques. For BACS payments please contact the office. Please make cheques payable to AZTEC GARDEN SHOWS LTD.

* Please note VAT is not applicable at this time. However any changes made by the government introducing V.A.T on space will be charged at the current rate.

In returning this signed invoice I agree to Aztec Garden Shows Ltd Catering Terms & Conditions applied to the show(s) above as well as the Terms and conditions which can be viewed on line at www.aztecevents.co.uk

1. Please enclose your deposit cheque along with post dated cheques for Interim and Final payment, as dated above
2. Please use the card below for my deposit payment I understand all remaining Interim and final payments will be taken from my card without further notification from Aztec on the dates shown above.

Card Number Valid From Expiry Date Sec No

Signed _____ Date _____

By signing and returning this invoice with payment you are agreeing to our terms and conditions of booking's and cancellation's (a copy of which can be found on www.aztecevents.co.uk)
 If you would like us to email you a copy of our terms and conditions please email pam@aztecevents.co.uk. Please note only emails to this address will be accepted and responded to.
 All payments are Non Refundable or Non Transferable. PLEASE RETURN COMPLETED FORM TO AZTEC, 48 SOUTH STREET, ROCHFORD, ESSEX SS4 1BQ VAT Reg No. 782 7495 79

Outdoor Events Caterers - Food Hygiene Requirements Check List

	YES	NO
Have you registered your business with your local Environmental Health Department?		
Have you got a copy of your written food safety document available?		
Is your vehicle / stall in a condition which ensures food is not exposed to contamination?		
Have you got enough sinks? Are they supplied with hot and cold water?		
Have you got cleaning materials and cloths?		
Have you got enough wash basins? Are they supplied with hot & cold water and paper towels?		
Have you got enough clean, water containers?		
Can you dispose of your waste water correctly?		
Have you got bins / refuse sacks for rubbish?		
Have you got adequate chilled and frozen food storage?		
Is the equipment capable of keeping food at the correct temperature?		
Are raw and cooked / ready-to-eat foods kept separate?		
Have you got a probe thermometer? Can it be properly cleaned?		
Is food cooked to at least 75 degree centigrade (& hot above 63 degrees)?		
Do you and staff have washable, clean overalls?		
Are you and your staff properly trained?		
Do you have a first aid kit?		
Have you got at least 5 tables and appropriate number of chairs as required?		

SIGNED _____ DATE _____

Aztec Garden Shows Ltd Catering Concession Payment Policy

IMPORTANT INFORMATION ~ PLEASE READ

Many thanks for making your booking with Aztec. The information below outlines our Payment Policy and Terms and Conditions of booking.

Your invoice will be emailed to you containing payment details. Please print, sign and return either by email to pam@aztecevents.co.uk or by post to Aztec Events South House 48 South Street, Rochford Essex SS4 1BQ. This will confirm that you have seen and understood our Payment Policy and Terms of Booking. Please ensure that you keep a copy for your records. Full terms and conditions can be viewed on line www.aztecevents.co.uk

1. Payment for Booking

Card Payments: If you have made your deposit by debit/credit card we will take your interim payment for each show booked, three calendar months prior to the relevant show using this card **without** any reminder or contact from us. Your final outstanding balance will be taken automatically two months prior to the relevant show **without** any reminder or contact from us. Please contact us if your card expires before these dates. If you wish to make the remaining payments by cheque please forward your post-dated cheques for each show by return.

Cheque Payments: If you have made your deposit by cheque and have supplied post-dated cheques.

Your post-dated cheques will be processed as dated. Your booking is still not confirmed until the payments has been cleared. If your cheque is returned unpaid an immediate card payment will be required to secure your booking. It will not be possible to make the late payment by cheque.

Bank Transfer Payments: Direct cash bank transfer payments can be made. If you have arranged to make your payment by bank transfer, it is your responsibility to ensure the outstanding interim payment and final balance reaches our account by the due dates.

Bank Details: Barclays Bank Sort Code 20 – 70 – 93 Account Number 20917737

2. Late Payments

If your payment is not made on (or before) the due dates shown on your catering invoice then your booking will automatically be **cancelled** and any deposits/interim payments will **not** be **refundable** or **transferable** to another event.

3. Cancellations

Cancellations **must** be made in writing either by post sent by recorded delivery to **Pam Upson**, Aztec Garden Shows, 48 South Street, Rochford, Essex, SS4 1BQ and keep copy of receipt for proof of payment, or direct email to pam@aztecevents.co.uk and **must** be received one calendar month prior to the show.

PLEASE NOTE: All deposits/interim payments are non- refundable or non- transferable to other events.

4. Insurance

All Exhibitors must have present at the event a copy of their own public liability insurance and any other relevant licenses.

Exhibitors shall indemnify Aztec against all claims damages or expenses arising from any incident that may occur at the show or from any show which Aztec Garden Shows cancel, postpone or move to a new venue or different date.

5. Value Added Tax (VAT)

Currently VAT is not applicable on space booked at this event. However any changes made by the government introducing VAT on space will be charged at the current rate.

Aztec Garden Shows reserve the right to amend this payment policy at any time without prior notice.