



CATERING ORDER FORM

Please email back to amy@4lunch.co.uk

Name	
Phone Number	
Number of Guests	
Date catering required	
Time catering required	
Event end time Please note, an event time of more than 2 hours will incur a 10% service charge	
Venue Address Please see T&Cs for delivery charges	
Indoor or outdoor event? Please note, an outdoor event will incur a 10% service charge	
Loading Bay and/or Parking Available?	
Step-free Access and/or Lift Available to service area?	
Kitchen Facilities Available (prep area, water, electric supply, oven, hob)?	
Food Allergies, Intolerances or Dietary Requirements Please see the separate allergen list for more information	
Preferred Payment Method: - BACS (invoice sent after event) - Credit/Debit card (3% fee, payment taken by card reader at event)	
Additional Requests	

MENU SELECTION

Half portions available for mains and salads. For example, if you have 30 guests, and you would like them to try two mains each, order 15 of each main. If you would like them to try three mains, order 10 of each main. Please ask us for more details if unsure.

Mains	Price (£)	Portions	Total
Lamb & Apricot Tagine			
Persian Chicken & Peppers			
Giant Butter Bean Stew			
Roasted Cauliflower & Chickpea			
Griddled Halloumi			
Lamb Kofta Kebabs			
Sweet Potato Falafels			
Pulled Chicken Tacos			
Roasted Veggie & Bean Tacos			
Butter Chicken Curry			
Sweet Potato & Spinach Curry			
Red Lentil Dahl			
Potato & Pea Curry			
Sides			
Lemon Cous Cous			
Pilau Rice			
Plain Rice			
Flatbreads			
Salads			
Bulgur Wheat, Parsley & Tomato			
Green Lentil, Spinach, & Cherry Tomato			
Quinoa, Cucumber & Toasted Seeds			
Orzo, Red Pepper & Parsley			
Tomato, Cucumber & Red Onion			
Butternut Squash & Kale			
Roasted Sweet Potato & Tahini Yogurt			
Baby Spinach & Sundried Tomato			
New Potato & Spring Onion			
Stilton, Walnuts & Watercress			
Beetroot, Hazelnuts & Goat's Cheese			
Tomato, Cucumber & Feta			
Artichoke & Paprika Almonds			
Fennel, Rocket & Lemon			
Red Cabbage, Carrot & Mint Slaw			
Carrot, Coriander & Cumin Slaw			

Snacks			
Trio of Homemade Dips & Flatbreads			
Guacamole & Tortilla Chips			
Feta, Pea & Mint Empanadas			
Goat's Cheese & Red Onion Tarts			
Spinach & Feta Filo Rolls			
Smoked Salmon & Cream Cheese Bites			
Popcorn			
Potato Crisps			
Vegetable Crisps			
Marinated Olives			
Fruit Salad			
Drinks			
Tea and Coffee Selection			
Orange, Apple and Tropical Juice Selection			
Sub Total			
10 % service charge (if applicable)			
Delivery charge			
(4Lunch will confirm this amount) Total			

We will email you to confirm your order and total order amount once we receive this form from you.

Please return this form as soon as possible to reserve the date.

4Lunch is the trading name of Cook Inspire Change CIC

By purchasing from us, you are helping to sustain our projects that improve the lives and opportunities of disadvantaged communities. Please visit our website to find out more about our profit re-investment commitment.

TERMS & CONDITIONS

- Minimum order: 10 heads.
- Minimum order notice: 3 days.
- Delivery charge of £5 within City of Manchester, Trafford and Salford. £10 for Stockport, Bury, Rochdale, Oldham, Tameside, Wigan and Bolton.
- 10% service charge for orders for outdoor events or events service lasting longer than 2 hours.
- Food will be delivered at the time specified on the Order Form. For freshness and food safety, please serve the food immediately, refrigerate until needed, or consume within 2 hours. Do not leave unrefrigerated for more than 2 hours.
- **We will provide disposable plates, cutlery and napkins. If you require ceramic tableware, please specify under 'additional requests'.**
- 4Lunch will collect empties at the time specified on the Order Form.
- We will provide take away boxes. 4Lunch is not responsible for food taken away and consumed away from the venue and after the event.

- 4Lunch is not liable for accommodating dietary requirements not specified on the order form.
- There may be small ingredient substitutions on occasion.
- We cannot guarantee that all our products are completely nut-free or gluten-free.
- An invoice will be sent to the client after the event. We accept payments by BACS, to be paid within 30 days. We also accept credit/debit card (3% fee).
- For large orders (50+ heads), you will be required to pay a non-refundable deposit of 25% of the initial quotation amount to reserve the date. Your final invoice will be discounted by this amount. The final invoice amount may change according to any authorised changes in the service provided.
- By submitting the completed order form, you agree to our full terms and conditions.
- **Rearrangement Policy:** 4Lunch will do its best to accommodate any request by the client to change the details of the service, provided that it has received notice of at least 7 calendar days before the service date. If the client wishes to rearrange any details of the order less than 7 calendar days before the order date, the client will incur an additional rearrangement charge equal to 10% of the Fee.
- **Cancellation Policy:** The client may cancel the service without having to pay any additional sum provided that it:
 - gives 4Lunch written/verbal notice of cancellation at least 7 calendar days before the service; and
 - such notice is accompanied by a reason for cancellation that, in 4Lunch's sole determination, is sufficient.
 - In the event that the client cancels the service but either: fails to give 4Lunch written/verbal notice of cancellation at least 7 calendar days before the order; or fails to provide a reason for cancellation that, in 4Lunch's sole determination, is sufficient, the Organisation will pay 4Lunch a sum equal to 50% of the total fee amount.
- **Late Payment Policy:** An invoice will be sent to the primary contact after the service. Please pay by BACS within 30 days of receiving the invoice, or notify 4Lunch if you would like to pay by card on the day (3% fee). If total payment for the services is not received by 4Lunch within 30 days of the invoice date, the client will be emailed a payment reminder. Please act within 7 calendar days. If no action is taken, the client will be issued with an Official Late Payment Notice Letter. If the payment is not received within 14 calendar days of the date of this letter, 4Lunch will issue a penalty of 10% of the original invoice amount. If both the original invoice amount plus the penalty are not paid 14 days after this time, legal action will take place.
- **Breakages and Losses Policy:** In the case of breakages or losses, the organisation is liable to pay any additional costs incurred. This will be reported to the main organisation contact within 3 calendar days of the service finishing. A separate invoice will be generated.
- **Health and Safety Policy:** The client is responsible for ensuring that the building and designated rooms are in safe working order. The building and rooms used must be clean and tidy at the time of 4Lunch's arrival on each day of the service (as applicable). During the course of the service, 4Lunch will clean any spillages related to its work in the building and designated rooms and maintain good hygiene standards. The Organisation must provide a running hot water supply and safe electrical supply. The Organisation must provide a health and safety policy, fire evacuation procedures and risk assessment to 4Lunch on request. A first aid box and accident report book will be provided by 4Lunch. The Organisation must also have adequate provisions of this kind and a dedicated first aider. Fire evacuation and emergency procedures are to be communicated by the Organisation to 4Lunch before the commencement of the first day of the service. Equipment, if provided by 4Lunch, will be in full working order, and in compliance with 4Lunch's health and safety policy. Equipment, if provided by the Organisation, must be fit for use and in good, clean working order. In the event that these conditions are not met, 4Lunch will report these faults to the Organisation, provide replacements where possible, and charge the Organisation for any additional costs incurred.