



CONTRACT SUMMARY – CATERING SERVICES

Thank you for booking with us at Dundee University Student Association (DUSA). We look forward to hosting your event and will do all we can to ensure that it is a success.

This is a Contract Summary detailing the Terms of the Agreement between us, in our role as the SERVICE PROVIDER, and you, in your role as the Event Organiser. We have sent you an invoice for the booking, acceptance of which confirms your agreement with these Contract Terms. Please contact your Event Coordinator with any queries that you have.

Our Obligations as the Service Provider

- To deliver the agreed catering menu to the stated location.
- Subject to the specifics of the booking request, we may also be responsible for coordinating the space set-up and clear up after the event, as well as the provision of service.

Your Obligations as the Event Organiser

- To provide advance notice of estimated guest numbers and dietary requirements at least one month prior to the event.
- To ensure that all non-catering provisions are made for your event – including arrangements to ensure that the allocated space is suitable for the purposes for which it is intended, that it is appropriately furnished and that the space is reserved in line with University procedures.
- Final guest numbers should be confirmed and specific dietary needs advised at least 2 weeks prior to the event.

Payment Terms

- Unless explicitly confirmed otherwise, one of the following payment processes must be adhered to:
 1. 20% deposit to confirm the reservation; 30% payment due 2 months prior to event date; 50% payment due 1 month prior to event date
 2. Provision of a purchase order number that pertains to an account with already agreed credit terms
- All payments are non-refundable unless explicitly confirmed otherwise.
- Payment should be made by Bank Transfers to the account that is detailed on your invoice. Following payment, please send your remittance to your Event Coordinator.
- All cancellations must be notified verbally and followed up by an email to your Event Coordinator. Please ensure that you receive a reply acknowledging receipt and note also that all payments are non-refundable.

Contract Acceptance

Please ensure that you read and fully understand the above, seeking any clarification that is needed from your Event Coordinator, as making a payment or issuing a Purchase Order Number confirms agreement to these Terms & Conditions.

Signed	On behalf of DUSA (Dundee University Students Association)	<i>Adam Brown</i>
Print Name	Adam Brown	
Post Held	External Events Officer	