

Essential Information

1. It is a contractual obligation that clients do not provide their own food and beverage at the Centre.
2. Final catering numbers should be notified to Leith's no later than 11am, three working days prior to the event (excluding Bank Holidays and Weekends). If numbers do increase after this time, every effort will be made to provide the additional service however this may incur additional charges.
3. An 85% prepayment of the expected catering spend must be paid before the event. Leith's are entitled to cancel all pre-booked catering if payment is not received.
4. Agencies booking events eligible for commission must state their claim with Leith's prior to the event. Leith's pay commission at 8% on pre-booked menus and delegate packages, with a minimum spend of £33.00 Per Head.
5. Special dietary requirements (excluding Kosher) can be catered for at a supplementary charge of £4.50.
6. A number of our menus can be reproduced with organic produce at a supplementary charge.
7. There is a £6.00 charge per cloth for all "non-catering" tables.
8. Any catering required at or before 07.30hrs will incur a minimum staffing charge of £174.00 + VAT.
9. Any catering required at the weekend or on a Bank Holiday may incur an additional staffing charge
10. There is a minimum charge of £58.00 to provide filtered water per 100 delegates.
11. Any non-listed product will be charged on the total amount ordered, whether used or not, and in some cases may be subject to availability.