

OUTSIDE CATERERS (Specialised Diets Only)

Edgbaston Cricket Ground will be responsible for the full furniture layout, set-up of table linen, cutlery and crockery within the room(s).

Any extras or decorations will be both provided and set-up by the client, unless alternative arrangements have been agreed and arranged in writing with Edgbaston Cricket Ground.

All costs inclusive of VAT at the current rate unless otherwise stated.

Room Hire Fee

Option 1 - £8,000 Including VAT. Maximum number of guests 600

Option 2 - £6,000 Including VAT. Maximum number for guests 400

If numbers exceed the maximum stated above, any relay of tables would be the responsibility of the caterers with disposable. Our package does not include additional equipment for relay above the numbers stated.

The room hire fee includes the following in all options:

Furniture

5ft round tables (10 guests seated at each tables).
10 x chairs per table (colour determined by the venue)

Linen

White linen tablecloths with linen slip cloths, colour available from the swatch on request

Paper Napkins

Kitchen Equipment

Use of kitchen equipment, within the marquee kitchen subject to an on-site inspection by the Registered Caterer attended by a representative of the venue. At this time, the Registered Caterer will be asked to complete and sign a Declaration Form confirming the equipment to be used.

Table Setting

1 x main knife per person
1 x main fork per person
1 x dessert spoon per person
1 x starter plate per person
1 x main plate per person

- 1 x dessert bowl per person
- 1 x slim jim per person
- 1 x cruet set per table

Venue Staff

Option 1 – Staff

2 x Managers) for the open and close of the building and general contact for the day (not for running the function).

1 x Chef to monitor the health & hygiene practices (Not for use in preparation or cooking of food).

6 x Porters/wash up for use of dish wash machine only (6 hours)

3 x Stewards (up to a maximum of 8 hours)

Option 2 – Staff

1 x Manager for the open and close of the building and general contact for the day (not for running the function).

1 x Chef to monitor the health & hygiene practices (Not for use in preparation or cooking of food).

2 x Porters/wash up for use of dish wash machine only (6 hours)

2 x Stewards (up to a maximum of 8 hours)

Kitchen Fee/Venue Retainer

£500.00 inc. VAT deposit.

This fee will be fully refundable if the venue, including kitchen, is left in the same condition as it was prior to the function. A facility inspection with the Manager/Supervisor is required both prior to the event commencing and before the Registered Caterer leaves site.

PLEASE NOTE:

Any loss or damage will be drawn to the attention of the client on the day & a charge will be levied.

Additional Costs

Waiting Staff

Waiting staff are not included within the room hire fee. Therefore, any food and drink service is to be provided by either the Registered Caterer or by the venue. Costings for venue staff are:

Staff	£10.00 per hour per person inc. VAT
Manager	£15.00 per hour per person inc. VAT

Corkage

Costs for corkage are detailed below:

Soft drinks	No corkage fee applied
Unlimited beers, wine and spirits -	£500 inc. VAT

1 slim jim glass per person to be included in the table lay up, if the corkage package is taken.

Additional Items

Costs for additional equipment is detailed below:

Linen:	Coloured Napkins	£1.00 each inc. VAT
	Coloured slip cloths	£2.00 each inc. VAT
	Tea Towels	£0.75 each inc. VAT
Glassware:	Slim jim Glass Tumbler	£1.00 each inc. VAT
	Glass Tulip	£1.00 each inc. VAT
	Glass Jug	£2.00 each inc. VAT
Cutlery:	Knife	£0.50 each inc. VAT
	Fork	£0.50 each inc. VAT
	Spoon	£0.50 each inc. VAT
	Tea Spoon	£0.50 each inc. VAT
Crockery:	Cup & Saucer	£1.00 each inc. VAT
Service Equipment:	Serving Bowl	£2.00 each inc. VAT
	Serving Silver Flat	£3.00 each inc. VAT
	Chaffing Dish & Fuel	£15.00 each inc. VAT
	Kitchen Serving Spoon	£1.75 each inc. VAT
	Table Serving Spoon	£1.00 each inc. VAT
	Small Glass Bowl	£0.50 each inc. VAT
	Bread Basket	£1.00 each inc. VAT
Thermal Flasks	£1.00 each inc. VAT	

Furniture:	Table Plan Board	£30.00 each inc. VAT
	5ft Round Table	£6.50 each inc. VAT
	6ft Trestle Table	£6.50 each inc. VAT
	Chair	£3.00 each inc. VAT

Responsibility of Outside Caterer

The Caterer **MUST** be a registered caterer and **MUST** provide the following certificates 28 days prior to the function.

Failure to do so will jeopardise your function:

Employment Liability
Public Liability
Food Hygiene Certificate

Attend the venue for a pre-event meeting to sign the disclaimer for use of the kitchen equipment.

Please note;

Food samples will be taken and kept by the venue. Food temperatures probed by the Duty Chef for all food to be served above 72 degrees.

Outside Caterer to provide:

Tea towels
Rubbish Bags
Any disposable products
Tea, coffee, milk and sugar if applicable