



BATEMAN'S BARN



Stage 1 - Quote

- 1) A brief outline of your wedding catering plan to include:
 - a) An estimated number of guests
 - b) An overview of the requirements, menu outline and an estimate of individual costs (please be aware this is an estimate only and as plans change and develop the estimate can be adjusted)
 - c) A total wedding package estimate

2) **Details of the deposit and payments.**

The deposit taken by Bateman's Barn to secure the venue will also secure our catering services. The rules for this deposit are detailed on the venue's terms and conditions. Further payments for catering should be paid directly to Funnells Kitchen.



Stage 2 - Planning

- 1) Free tasting session arranged
- 2) Advice and guidance with the creation of your precise menu (menu choices can be adjusted up to 2 months before your wedding date)
- 3) Equipment hire secured
- 4) Detail of the itinerary of the day
- 5) **First payment of 50% made 6 months before event date.**



Stage 3 - Finalisation

2 months to go!

- 1) Final numbers confirmed
- 2) Guest table plan submitted
- 3) Guest allergens confirmed
- 4) Full itinerary of the day submitted
- 5) All loose ends tidied and finalised
- 6) **Final balance agreed and paid 2 months before event date.**