

## General conditions of sale - Kozelsky Catering

- Booking :

The deadline for a request for a service is at least 15 days and depends on our availability. The client will receive a confirmation by e-mail stipulating the nature of the proposed service as well as the general conditions of sale.

The final proposal will also be sent by e-mail to the client. The service will only be confirmed once the client has read and signed the general terms and conditions of sale and the final proposal.

- Number of participants :

The number of participants must be confirmed by e-mail to welcome@kozelsky.ch at the latest 10 days before the event. After this deadline, if the number of guests is reduced, the last number of guests announced will be used for invoicing.

Conversely, any person added after the 10-day deadline will be invoiced with a 15% supplement per person.

- Kitchen and service staff :

The personnel costs for setting up at the event location, serving, tidying up and cleaning are :

45/hour per waiter

50/hour per cook - 60/hour if home chef

A supplement of 25% to the basic hourly rate will be charged after 24:00 (midnight).

Kozelsky Catering is the only one entitled to decide on the number of people to hire in order to guarantee a quality service.

- Confirmation, deposit and payment :

The prices indicated are in Swiss francs, excluding taxes and per person.

As a reminder, the service will be confirmed only after the client has signed the general conditions of sale and the final proposal.

For services exceeding 1,500 Swiss francs, we also require a deposit of 50% of the total cost of the service. The balance is payable no later than 7 days before the event, or as agreed.

- Material and waste :

The client undertakes to return the equipment provided in the same condition as it was delivered. He is therefore responsible for it. If the equipment is lost or damaged at the event, the client will be charged for the parts in question at their new value.

The customer also undertakes to return the equipment cleaned and to take responsibility for the disposal of the waste.

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Read and approved (place + date)

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Customer's signature

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- Value added tax (VAT) :

2.5% for a service that does not require an on-site service (delivery only).

7.7% if the service requires an on-site service.

- Cancellation of reservation :

After confirmation of the event, an indemnity will be charged in case of cancellation, according to the following conditions

Less than 60 days before the event: 150.00 administration fee

Less than 30 days before the event: 25% of the quote

Less than 15 days before the event: payment of 50% of the quote

Less than 7 days before the event: payment of 75% of the quote

Beyond that, the invoice is due in full.

- Set up :

The installation of the buffet and the necessary material is done in the hour before the event. The material coming from Kozelsky Catering (dishes, bowls, salad bowls, presentation supports and containers etc.) is collected the next day according to agreement with the customer or the event organiser. It must be returned clean, otherwise a cleaning fee of 180.00/hour will be charged.

The setting up of other material (tables, tablecloths, napkins, plates, etc.) is at the client's expense, unless otherwise agreed.

- Delivery :

Delivery is free within a radius of 20km around Vétroz ( VS ).

Beyond this radius, delivery will be charged at 1.00/km (round trip).

- Final invoice, late payment, reminder and legal proceedings :

The final invoice will be sent to the client by e-mail after the service has been provided and will be payable within a maximum of 15 days. The bank details are indicated on the invoice.

After this period, a free reminder will be sent by e-mail and will be payable within 10 days.

If the invoice is not paid after the first reminder, a second reminder will be sent as a payment reminder with a 20.00 fee payable within 5 days. Any invoice not paid despite the deadlines and reminders will be forwarded to the debt collection office.

- Modifications :

Kozelsky Catering reserves the right to modify its general conditions of sale at any time.

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Read and approved (place + date)

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Customer's signature