



BENUGO EVENTS

# EXTERNAL HOSPITALITY BROCHURE 2022-2023



# ABOUT

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The Ashmolean is one of the UK's most awe-inspiring buildings to hold an event. Our team have been expertly operating events here since October 2009 and know intimately how to deliver success. From the initial quotation to planning the day itself, your dedicated event manager will be with you every step of the way.

We serve our customers with warmth and charm and believe food should be fun, fresh and delicious. We create simple, natural food that is delivered on time and on budget. All our sandwiches and buffet food is made fresh on the day and all of our cakes are made in our own bakery. Our menus are seasonal and appropriate and we only work with the very best ingredients and suppliers available.

We can't wait to work with you to create something truly special.

## TO BOOK YOUR CATERING PLEASE CONTACT

[ashmoleanhospitality@benugo.com](mailto:ashmoleanhospitality@benugo.com) or [bdaroczi@benugo.com](mailto:bdaroczi@benugo.com)

## TERMS & CONDITIONS:

2 weeks in advance for all bookings

5 working days for final number and dietaries or any changes

5 working days till the event date to send back the signed booking form

With lunch adding an extra £4 equipment charge & 4 hours minimum staffing

10 people minimum on any events

If you would prefer one of our staff to be in the room and serve the guests in whole time with beverage we add an 4 hour minimum charge



# REFRESHMENTS & BREAKFAST

# REFRESHMENTS

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## HOT BEVERAGES ppp

Tea, coffee · £2.50

Tea, coffee with biscuits · £3.50

# BREAKFAST

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## BREAKFAST ppp

Selection of mini Danish pastries (two per person) · £2.20

Freshly cut fruit bowl · £28.00

Granola with yoghurt and banana/berries · £3.00

Coconut yoghurt and fruit compote · £3.20

Cheese and ham filled croissant · £2.20

Cheese and tomato filled croissant · £2.20

## WHY NOT TO ADD AN EXTRA?

Tea, coffee with mini Danish pastries (two per person) · £4.20

Tea, coffee with mini tray bake selection · £4.20

Brownie, red velvet cake, lemon drizzle

Tea, coffee with flapjacks · £4.20

Tea, coffee with freshly cut fruit bowl · £3.70

Tea, coffee, granola yoghurt with berries/banana · £4.50

Tea, coffee, mini Danish pastries, freshly cut fruit bowl · £5.60



LUNCH &  
COLD BEVERAGES

# LUNCH

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## CLASSIC WORKING LUNCH ppp

One round of sandwiches per person · £6.95  
(A choice of meat, fish, vegetarian and vegan)

Served with crisps and tap water

## OCCASION WORKING LUNCH ppp

One round of sandwiches per person · £9.00  
(A choice of meat, fish, vegetarian and vegan)

Served with crisps, individual piece of fruit and bottle of water

## FEAST WORKING LUNCH ppp

One round of sandwiches per person · £15.00  
(A choice of meat, fish, vegetarian and vegan)

Seasonal salad bowl with olive oil and balsamic vinegar

Crisps, freshly cut fruit bowl, selection of cakes and bottle of water, tea and coffee

## WHY NOT TO ADD AN EXTRA?

Seasonal salad bowl (4–6 people) · £8.00 per bowl

Seasonal quiches (10 slices) · £34.00 per quiche

Cheese boards served with biscuit, grapes, chutney and celery stick (4–6 people) · £32.00 per board

Charcuterie board served with bread and chornichorns (4–6 people) · £26.00 per board

Mezze boards served with Halloumi, falafel, houmous and olive bread (4–6 people) · £24.00 per board

Green olives with bread sticks · £3.00 per person

# COLD BEVERAGES

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Still and sparkling water, 750 ml  
(glass bottle) · £3.00

Orange / apple juice 2l jug · £5.00

Eldelflower cordial 2l jug · £6.50

Coke 200 ml · £2.50

Diet coke 200 ml · £2.50

Fentimans lemonade · £2.50

## LITTLE EXTRAS ppp

Fairfields crisps · £1.20

Handcrafted root vegetable crisps · £1.30

Individual piece of fruit  
(apple, banana, easy peel) · £1.05

Individual wrapped of biscuit · £1.10

Selection of cakes · £2.50

Brownie, red velvet, lemon drizzle

# TERMS & CONDITIONS

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## CONTRACT

This contract is made between Benugo Limited (“us” or “we”) and you, the person, or company named as the Client in the front sheet of this document (the “Quotation”). We have agreed to provide the catering and hospitality services (the “Event Services”) for the Event as these are described in the Quotation on the terms and conditions below. The contract between us is formed by the Quotation and these terms and conditions. It becomes legally binding when we receive a signed copy of the Quotation from you together with the Deposit (as described below).

## PRICE AND PAYMENT

All Quotations are valid for three (3) months from the date of the Quotation. The anticipated price for the Event Services is set out in the Quotation and is exclusive of VAT (the “Price”). Unless otherwise agreed with us in writing, all prices listed in the Quotation for beverages are for budgetary purposes only and the final cost of beverages will be charged on the amount actually consumed at the Event. Menu prices listed in our Quotation are based on our costs at the date of the Quotation and are prepared on the basis of numbers set out in the Quotation. Our menu prices may change from time to time due to market availability and the cost of raw materials. We reserve the right to vary the Price where there are changes to costs. We will use our reasonable endeavors to keep you informed of any price changes and will try to avoid these changes where possible. If as part of the Event Services we need to engage other service providers, any additional costs and expenses will be set out in the Quotation and included in the Price. Any losses or breakages will be charged by us at the replacement cost. Our menu prices may change from time to time due to market availability and the cost of raw materials. We reserve the right to vary the Price where there are changes to costs. We will use our reasonable endeavours to keep you informed of any price changes and will try to avoid these changes where possible.

## DEPOSIT

To secure your booking for the Event Services, you must pay us: 75% of the anticipated Price when you return to us your signed copy of the Quotation; and 25% of the anticipated Price thirty (30) days prior to the Event. If you fail to make any payment to us in cleared funds within the time period specified we will not be obliged to provide any of the Event Services. Furthermore, we reserve the right to apply any deposit already received to compensate us in full for any costs we might have incurred up to such time.

## FINAL BALANCE

We will send you an invoice for the final balance after the Event (the “Final Balance”). This will cover any additional costs for things such as the beverages consumed at the Event and other costs which we are entitled to recover from you. The Final Balance is payable by you within thirty (30) days from the date of the invoice. You will make payment to us by cheque or bank transfer, as agreed in the Quotation. We may charge interest on any amount payable under this contract, which is not paid by the due date for its payment. Such interest shall be calculated on a daily basis at the rate of 3% per month above the base rate from time to time of the Bank of England.

## THE EVENT SERVICES

Subject to you fulfilling your responsibilities under these terms and conditions, we will provide the Event Services on the date, at the time, for the duration and at the venue (the “Venue”) referred to in the Quotation. At least seven (7) working days before an Event, you will send us confirmation of final numbers for the Event. If, in comparison to numbers set out in the Quotation, the final numbers have: increased, we will use our reasonable efforts to accommodate your request (although we cannot guarantee that we will be able to do so) and we will update the Final Balance accordingly. If there is a material increase in numbers we reserve the right to require you to pay us an additional amount in cleared funds before the Event to cover the additional costs we may incur as a result of the increase in numbers; and decreased, we will still invoice you for the number agreed in the Quotation, as we have budgeted for these minimum numbers.

## OUR PERFORMANCE STANDARD

In providing the Event Services, we promise that: we will perform the services using all reasonable skill and care and to the standard reasonably expected of a contractor similar to us in the premium catering and hospitality industry; and all staff engaged by us under the terms of this contract will be adequately trained and will provide the catering and hospitality services in a professional manner.

## YOUR RESPONSIBILITIES

Unless we agree something else with you or where we already operate the hospitality and catering services at the Venue, you will be responsible for: providing us (including our employees and contractors) with access to the Venue for the duration of the Event, together with any reasonable access required by us (our employees and contractors) before and / or after the Event; obtaining all necessary licences, permissions and consents which may be required for the Event to take place; ensuring that we have access to and use of all necessary equipment and utilities at the Venue for the duration of the Event and as may be required by us before and /or after the Event; and ensuring that all necessary equipment and utilities at the Venue are in good working order and sufficiently maintained and safe for us to be able to provide the Event Services. We cannot accept any responsibility for failure to provide any of the Event Services where such failure is due to your failure to provide any of the things listed above.

## CANCELLATIONS

If for any reason you cancel an Event after you have returned a signed copy of the Quotation to us you will receive a percentage refund of the Deposit paid to us, depending on when we receive your notice of cancellation, as follows: sixty (60) days before the Event - 90%; forty (40) days before the Event - 80%; thirty (30) days before the Event - 70% fourteen (14) days before the Event - 50%; and five (5) days before the Event - 0%. If you cancel an Event at any time and we have already incurred costs or accepted responsibility for paying third parties, we reserve the right to charge you for these.

## COVID-19

If you cancel an Event after you have returned a signed copy of the Quotation to us, or we are required to cancel the Event, in each case due to Government legislation and/or guidance in respect of the Covid-19 payment, you will be entitled to:

- a) rebook the Event for an alternative date at no additional cost to you; or
- b) b. a refund of your Deposit, subject to our right to retain a portion of the Deposit to cover any irrecoverable costs incurred by us in relation to your Event at the date of cancellation, capped at £1,500.

*If you or any of your guests develop Covid-19 symptoms within two (2) weeks prior to an Event, you must notify us immediately so we can take necessary precautions. It is your responsibility to ensure that you and your guests comply with Government legislation and/or guidance in relation to the Covid-19 pandemic and do not attend the Event if they have Covid-19 related symptoms, or symptoms relating to any other infectious disease.*

## ABANDONMENT

If we are delayed or prevented in any way from carrying out the Event Services due to circumstances outside our control (including, but not limited to fire, flood, adverse weather conditions, strike, acts of terrorism or civil disruption), you agree that we will not be liable for any failure or delay in performance of our obligations under this contract. If these circumstances continue then (subject to our ability to be able to mitigate our costs) we will reimburse you for any payments you have made to us for the Event Services.

## INSURANCE

We will have in force adequate insurance with a reputable insurance company to cover our potential liability under this contract, including without limitation public liability insurance and insurance against property damage. It is your responsibility (and we strongly recommend) that you take out insurance to cover the Event and any cancellation of it.



## LIMITATION OF LIABILITY

Subject to condition our total liability to you under, or in connection with the contract, however arising, shall be limited in aggregate as follows: for loss or damage to physical property to £5,000,000; and for all other loss or damage, to an amount equal to the Price.

We shall in no circumstances whatever be liable to you for any loss of profit, or any indirect or consequential loss arising under or in connection to the contract. We do not exclude or limit our liability for death or personal injury caused by negligence, or any other matter which may not be excluded or limited by law.

## CONFIDENTIALITY

Both of us will keep confidential and not use any confidential information we obtain about the other (or any of our related companies) in connection with the Event, or any of the arrangements connected to it. This obligation will continue after the Event has taken place.

## GENERAL

You shall not acquire any of our intellectual property rights by engaging us to provide the Event Services. We will not acquire any of your intellectual property rights in providing the Event Services. We are contracting with you as an independent contractor. Nothing in this contract shall create a partnership or the relationship of principal and agent or employer and employee between us and you. If any provision of this contract is found by any court or administrative body or competent jurisdiction to be invalid or unenforceable, the invalidity or unenforceability will not affect the other provisions of this Contract and all provisions not affected by the invalidity or unenforceability will remain in full force and effect. You will not transfer this contract or any of your rights, liabilities or obligations, nor will you sub-contract any of your obligations under it (whether in whole or in part) without first obtaining our prior, written consent. Neither party to this contract intends any term of this contract to be enforceable by any third party. This contract and all non-contractual obligations arising out of or connected to it will be governed by and construed in accordance with English law and the parties agree to the exclusive jurisdiction of the English Courts.