

Catering Liability Form

To be completed by the client

Horizon Leeds is not liable for any catering and subsequent issues arising from outside catering. Contracted suppliers are sourced through a stringent procurement process to ensure we prioritise the health of those visiting our venue and work with suppliers that follow food safety practices and have exemplary hygiene standards. As per the terms and conditions of hire no outside catering is to be brought onsite. In the event of any food safety issues arising, the source can then be easily identified.

In certain cases, such as serious allergies, dietary intolerances etc. we do allow delegates to provide their own food.

Clients may request to bring in outside catering in advance by completing the table below and submitting to natalie.pitts@horizonleeds.co.uk, the venue will confirm if this request has been accepted.

Company name:				
Please list all outside catering requests	Who is at risk and how?	What steps will be taken to reduce risk	Is further action necessary?	Responsible person?
Example: Bringing in own cakes etc.	Any person with allergies/intolerances	Ensure all allergies, dietary's & intolerances are known, allergens clearly presented	Label all allergens & show comprehensive ingredients list.	Event Organiser

Horizon Leeds reserves the right to refuse the consumption outside catering onsite.

Declaration

I (Client) understand if outside catering is brought in by us or our delegates it waives and releases any rights, actions, or claims against Horizon Leeds (NHS Confederation), it's subsidiaries and affiliates, for any liabilities and damages, including any food borne and catering related illnesses that arise from or in connection with client's use of own food or consumption of products not provided by Horizon Leeds (NHS Confederation).

Print Name:

Signature:

Date:

Approved by:

Date: