DELIVERY CONDITIONS

Service to be provided	Reservation period	Cancellation period
Coffee/tea/lunch/accessories	At least 2 working days in advance *Until 16:00*	At the latest 36 hours in advance
Drinks and dinner	At the latest 5 working days in advance	At the latest 4 working days in advance
Customization *(Order outside the standard range)*	At the latest 8 working days in advance	At the latest 4 working days in advance
Events	At least 14 working days in advance	According to suppliers who supply to Beijk, varies per order

Additional conditions
The minimum order value of an order is €25^{00} including VAT.

In the event of a deviation of more than 10% of the specified number of guests at a served reception, we apply a turnover guarantee of 1 drink (€2^{50}) per person.

You arrange a space where catering may be delivered. The catering will be delivered clustered *(in a box or cart)* in the space.

Other costs
Surcharge for lunches: this is charged when multiple lunches from the same category *(vegan, vegetarian, meat/fish)* are ordered if the group is less than 50 people. The surcharge is then 10% of the total amount of lunches.

Transport costs: are charged outside the opening hours of the relevant building *(public holidays/vacations and weekends)* and at locations outside the RUG.

Time frame: *(regarding downtown locations)* is from 06:00 to 12:00
Outside these times, a surcharge of €1^{00} per delivery is charged.

We are able to account for the 14 European allergies. We do charge an additional fee for this.
Other wishes in consultation.

In general areas and in catering rooms, catering for large groups *(over 40 people)* will always be supervised by catering staff.

For delivery lunches/meeting service, we ask you to clear away/put together the dishes afterwards. In the event of additional work, Beijk will charge extra costs.

Cancellations:
100% of the actual costs incurred will always be charged.
For custom work and events, the cancellation conditions of Beijk's suppliers also apply.