

### WHY

There are four reasons why Runö Möten & Events has developed clear policies regarding special dietary requirements.

1. We want to offer all guests a wonderful dining experience and a high level of food quality – regardless of whether they require special dietary accommodations or not.
2. We want to ensure that every guest is served food that is carefully adapted to their dietary requirements.
3. Sustainability. Through careful planning and structured approach, we aim to reduce food waste – while still offering options for special dietary requirements.
4. We strive to provide a high level of service and give guests the opportunity to choose what they prefer – however, requests beyond a certain basic level involve an additional charge.

### SPECIAL DIETARY REQUIREMENTS

At Runö Möten & Events, SPECIAL DIETARY REQUIREMENTS refer to any food that has been modified or adjusted in relation to what is served to the entire group. This includes medical and allergy-related diets, ethical or religious diets, as well as lifestyle diets and personal preferences.

#### 1. AT THE TIME OF BOOKING

Our booking terms specify what applies regarding special dietary requirements.

In short, we are happy to say YES to almost everything – however, special dietary requests beyond the basic level and late changes will incur additional charges.

As a guest/client, you choose the level of service regarding special dietary requirements for your event. This is done when the quotation is signed.

#### BASIC LEVEL OF SPECIAL DIETARY REQUIREMENTS – INCLUDED

The following are included at no extra cost:

- 100% plant-based (commonly referred to as vegan)
- Lacto-ovo vegetarian (commonly referred to as vegetarian)
- Medical special diets (food allergies) such as gluten, milk, etc. (a total of 14 allergens)
- Cultural or religious dietary requirements, e.g. pork-free
- Pregnancy-friendly diet

#### ADDITIONAL SPECIAL DIETARY REQUIREMENTS

The following special diets are subject to a surcharge of **+25% of the meal package price**:

- Allergies beyond the 14 regulated allergens (if required)
- Personal preferences and lifestyle diets (e.g. LCHF, GI, Keto)
- Complex allergies such as onion and multiple allergies

Medical and cultural diets (excluding fish and meat) will be substituted with vegetarian options.

Unfortunately, we are unable to accommodate airborne allergies.

Guests with extremely specific dietary needs that cannot be met by Runö Möten & Events are welcome to bring their own food to the restaurant. The menu price will still apply as a service charge

#### THE 14 ALLERGENS

- Gluten
- Crustaceans
- Egg
- Fish
- Peanuts
- Soy
- Milk
- Tree nuts (almonds, hazelnuts, walnuts, cashews, pecans, Brazil nuts, pistachios, macadamia nuts)
- Celery
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites (in concentrations exceeding 10 mg/kg or 10 mg/litre)
- Lupin
- Molluscs (snails, mussels and squid)

#### 2. BEFORE THE EVENT

No later than 14 days prior to the event, we require written submission of the guests' special dietary requirements. Late changes or requests submitted on site will be charged extra.

Runö Möten & Events' special diet template must be used. It is available for download here:

[www.runo.se/specialkost](http://www.runo.se/specialkost)

If the Runö Möten & Events template is not used, a fee of SEK 1,000 will be charged.

If the menu is Chef's Choice, Runö Möten & Events will taking the submitted special dietary requirements into consideration as far as possible.

#### 3. DURING THE EVENT

For buffet service, dishes are labelled with allergen information. Guests with registered special dietary requirements who cannot eat the day's menu should contact service staff. For plated meals, the responsible service staff will confirm special diets at the table once guests are seated. Guests with special dietary requirements are marked with a "flag".

The assigned server is responsible for guests with special dietary requirements at their own tables. When serving at another table and a flag is present, staff must ALWAYS ask which special diet applies. The marking may refer to another dish (e.g. nuts in a dessert).

We work with a dedicated chef in the kitchen to ensure correct handling.

When serving starters and main courses, our aim is that guests with special dietary requirements receive their meals at the same time as other guests.

If a guest accidentally consumes incorrect food, the head waiter, event manager and, in some cases, agency/final client must be informed immediately. Runö Möten & Events is responsible for taking appropriate measures

#### 4. AFTER THE EVENT

In connection with the invoicing documentation/invoice, charges related to the handling of special dietary requirements will be specified.

Possible/additional costs include:

- If special dietary requirements exceed 10% of the total number of guests, an additional surcharge of 10% of the meal package price will be invoiced for the number exceeding this threshold.
- Special dietary requirements beyond the basic level are charged at 25% of the standard meal price for the stay.
- Late submissions of special dietary requirements and changes made on site are charged SEK 300 extra per meal.
- A fee of SEK 1,000 will be charged if the Runö Möten & Events Excel template for special diets is not used.
- Deviations from pre-ordered special dietary requirements, i.e. leftover special meals because guests who ordered special diets chose to eat the regular menu instead, will be charged at 100%.