



## Christmas Private Dining Terms & Conditions

### *1. Terms*

All reservations of the private room, provisional or confirmed, are made upon and subject to the following Terms & Conditions.

### *2. Deposit*

We require a deposit of £35.00 per person at the time of your confirmation.  
All deposits will be deducted from your final bill on the day or can be refunded to the credit/debit card used.

### *3. Numbers*

Final confirmation of numbers is required 2 days prior to the date of the function. Please note that in the event of lower than expected numbers attending the function, the management will charge for the numbers confirmed. In the case of increased numbers, we will charge for the number of guests attending.

### *4. Menu Choice*

Please note that your menu and wine selection must be placed a minimum of 4 days prior to your event.  
You must choose which menu you wish to take from the selection and make individual menu choices at least 4 days prior to the event.  
All menu combinations are to include canapés, and coffee.  
All dietary needs are catered for with adequate notice to the management.

### *5. Minimum Spend*

A minimum spend fee will apply to the Petit Salon and Grand Salon. This fee is dependent on the specific room and the day of the week – please enquire for an exact figure for your event.

### *6. Service Charge*

A 15% service charge for private dining will be added to the final bill.  
VAT is included on all prices quoted.

### *7. Payment*

Unless otherwise agreed in writing by Gauthier Soho, payment for a function must be made in full on the day of the function. If you prefer you can advise us of a credit card number (with expiry date and security code) to which we will charge the account on the day. A copy of the bill will be sent afterwards.  
Gauthier Soho is unable to offer an invoicing service. All major credit/debit cards are accepted.

### *8. Cancellations*

If your event is cancelled within 72 hours or on the day, £35.00 will be charged per person.  
If your event is cancelled at least 72 hours prior to the event, the full deposit will be refunded.

I agree to the above terms and conditions

Signature: .....

Name (Printed): .....

Date of Event: .....



**Private Dining Details**

**1. Contact Details**

Name of Contact:  
.....

Company (if applicable):  
.....

Contact Number:  
.....

Email:  
.....

**2. Event Details**

Name of Host:  
.....  
(Please ask the host to make him/herself known to the manager upon arrival)

Date of the Event: .....

Time of Arrival: .....  
(Please note that the dining room must be vacated **before 5pm** if being used as a lunchtime venue / Dinner events are **from 6.30pm** only)

Number of Guests: .....

**3. Payment Details**

Name of the person who will be settling the bill on the night: .....

Credit/Debit Card Confirmation

Credit Card Number:  
.....

Expiry Date: .....

Security Code: .....

Name on Card:  
.....

Billing Address of Card Holder:  
.....

Card Type:  
.....

.....



**4. Dining Requirements**

Chosen menu:

- £40.00 per person (Lunch only)
- £58.00 per person
- £88.00 per person

Do any of your guests have special dietary requirements?

.....

Do you need a special cake (birthday, anniversary) for your event? YES / NO  
(£5 extra per person)

**5. Beverage Requirements**

Would you like a Champagne reception or Open Bar upon arrival?

- Champagne
- Open Bar
- None

Would you like still and/or sparkling mineral water for the table?

- Still
- Sparkling
- Both

Would you like wine served with your meal?

- Yes, please suggest some wine - budget per bottle £\_\_\_\_\_
- Yes, I will choose in advance (please allow at least 4 days' notice)
- No

**6. Extra Requirements**

Would you like place cards to be arranged on the table? (recommended) YES / NO  
*If yes, please forward us the appropriate details. This service is free of charge.*

Would you like us to organise additional flower arrangements? YES / NO  
*There will be a charge for this service as quoted by our Florist.  
Please indicate your budget for additional floral arrangements (min. £100) £\_\_\_\_\_*

Will you require use of our TV and/or IT facilities?

- TV (for presentations – please advise whether you will need a laptop to plug in a USB key or bring your own)
- Music Speaker
- Other, please specify: