

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 (£40.00 [lunch only], £50.00, £60.00, or £70.00) and make individual menu choices at least 4 days prior to the event.

All menu combinations are to include canapés on arrival.

All dietary needs are catered for with adequate notice to the management.

5. Minimum Spend

A minimum spend fee might be applied to the Petit Salon and Grand Salon. This fee will depend on the specific room and the day of the week – please enquire about 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 48 hours or on the day, the deposit will be non-refundable.

If your event is cancelled at least 48 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/Debit Card Number:

.....

Expiry Date:

Security Code:

Name on Card:

.....

Billing Address of Card Holder:

.....

Card Type:

.....

.....

4. Dining Requirements

Chosen Menu (please tick one):

..... £40 3 Course Menu - Classic or Vegan (Lunch Only)

..... £50 3 Course Menu - Classic or Vegan

..... £60/£70 4 Course Menu - Classic or Vegan

..... £70 8 Course Vegan Tasting Menu

..... £80 8 Course Classic Tasting Menu

Do any of your guests have special dietary requirements?

.....

Do you need a special cake (birthday, anniversary) for your event? (£7.50 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 give 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: