

G A U T H I E R

S O H O

Gauthier Soho - Christmas Private Dining Booking Pack

1. Event Details

Contact Name:.....

Company (if applicable):.....

Contact Number:.....

Email Address:.....

Host Name (responsible for bill):.....

Event Date:.....

Arrival Time:.....

Number of Guests:.....

Private Dining Room chosen:

Grand Salon ☐ Petit Salon ☐ Games Room ☐ Hidden Room ☐ Chef's Room ☐

Please note: Dinner events begin from 6:30pm. Lunchtime private dining must vacate the room before 5:00pm.

2. Christmas Menu Choice

Please note that menu and wine choices must be placed a minimum of seven days prior to the event. Chosen

Menu (please tick as appropriate):

☐ £75 Christmas Menu - Silver

☐ £95 Christmas Menu - Gold

Dietary Requirements - Please mention any dietary requirements or allergies:

G: Gluten ☐ SO2: Sulphur ☐ N: Nuts ☐ Se: Sesame ☐ Sv: Soy ☐ M: Mustard ☐ Ce: Celery ☐ P: Peanut ☐

Would you like a special cake (birthday, anniversary) for your event? (£12 extra per person)

Yes ☐ No ☐

Would you like still and/or sparkling water for the table? Still ☐ Sparkling ☐ Both ☐

Would you like a drinks reception upon arrival? Yes ☐ No ☐

Sommelier wine recommendation? Yes ☐ No ☐

Wine budget per bottle (if applicable):.....

3. Additional Requirements

Place cards required? Yes ☐ No ☐

Menu Title Required? Yes ☐ No ☐ If Yes, please give title:.....

Additional floral arrangements required? Yes ☐ No ☐

Floral arrangement budget:.....

AV / TV / Presentation requirements:.....

Music / Speaker required:

4. Private Dining Terms & Conditions

All reservations of the private rooms, provisional or confirmed, are made upon and subject to the following terms and conditions. Full terms and conditions are available on our website.

Minimum Spend

The minimum spend represents the cost of reserving the private dining space exclusively for your event and remains payable regardless of guest attendance.

Each private dining room is subject to the following minimum spend requirement, and is payable as deposit on booking:

Chef's Room –	£300
Hidden Room –	£800
Games Room –	£1,200
Petit Salon –	£2,000 (£5,000 Fridays & Saturdays)
Grand Salon –	£3,000 (£6,000 Fridays & Saturdays)

Service Charge

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

Deposit

A deposit is required to secure the booking. Deposits are non-refundable and count toward the minimum spend.

Payment

Minimum Spend: The remaining balance of the minimum spend must be paid no later than 7 days prior to the event date. *Remaining balance:* Unless otherwise agreed in writing by Gauthier Soho, payment for the remaining balance must be made in full on the day of the function. A copy of the bill will be sent afterwards. All major credit/debit cards are accepted.

Cancellations

More than 14 days prior: deposit retained. Within 14 days: full minimum spend payable. No-show: full minimum spend payable.

Guest Numbers

Final guest numbers must be confirmed 4 working days prior to the event. Charges will be based on confirmed numbers.

Booking Accuracy

The client is responsible for confirming the correct event date, time and guest details at the time of booking.

Name:.....

Signature / Written Confirmation:.....

Date:.....