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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 the room's minimum spend 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/paypal used, in line with our card policy stated below.

3. Numbers

Final confirmation of numbers is required 4 working 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 menus and wine selection must be placed a minimum of 7 days prior to your event.

There is one menu only, the classic Menu, or The Christmas menu in December.

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

5. Minimum Spend

A minimum spend fee will apply to each room as follows, and is payable as deposit on booking:

- Chef's room: £300
- Hidden Room: £800
- Games Room: £1200
- Petit Salon: £2000
- Grand Salon: £3000

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. A copy of the bill will be sent afterwards. All major credit/debit cards are accepted.

8. Cancellations

If your event is cancelled within 7 Days or on the day, the deposit will be non-refundable.

If your event is cancelled between 7-21 days hours prior to the event, the deposit will become a credit.

If your event is cancelled at least 21 days 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:

.....

21 Romilly Street, London W1D 5AF – Tel : +44 (0)207 494 3111 – info@gauthiersoho.co.uk

www.gauthiersoho.co.uk/privatedining

APJ Gauthier Ltd- Registered in England No. 712 5811- VAT registration No. 987 4981 39

Private Dining Details

1. Contact Details

Name of Contact:

.....

Company (if applicable):

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Contact Number:

.....

Email:

.....

2. Event Details

Name of Host (*person responsible for settling the bill*):

.....
(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. Deposit Payment Details

For security purposes, all deposit payments are taken via our secure payment platform.

After confirming your booking, you will receive an email with a link to pay the deposit.

4. Dining Requirements

Chosen Menu (please tick one):

..... £85 Private Party Menu

..... Do any of your guests have special dietary requirements?

4.1. Allergens

The list of allergens related to the menu. Please tick if any guests are allergic to any of the following:

G: Gluten SO2: Sulphur N: Nuts Se: Sesame Sy: Soya M: Mustard, C: Celery P: Peanut

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

5. Drinks Requirements

Would you like a Drinks reception upon arrival?

Yes No

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

Still Sparkling Both

Would you like our sommelier to suggest some wine with your meal?

- Yes, please suggest some wine - budget per bottle £ _____
- Yes, I will choose in advance (please give at least 7 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: