

# **Terms & Conditions**

## **SECURING YOUR BOOKING**

We are happy to provisionally hold your booking date for you for up to 72 hours, however please be advised, should we receive another enquiry during this time we reserve the right to ask you for immediate confirmation by paying a deposit to secure the space.

## **DEPOSIT & PAYMENT TERMS**

To secure the booking we just need the meeting costs to be settled in full in advance.

## **GUEST NUMBERS & PRE-ORDERING**

If you are pre-ordering any food, please confirm your pre-order at least 5 working days before your booking date as well as your total guest numbers so we can make sure everything is in place for your booking on the day. Please advise us if your guests have any special dietary requirements

## **SERVICE CHARGE**

A discretionary 12.5% service charge will be added to your final food and drinks bill. By the end of your event we are sure you'll agree our staff deserve it, and if not, please do let us know why.

## **SPECIAL REQUESTS**

Do let us know if you have any particular requests no matter how far-fetched and we will always do our best for you.