



## Private Event Form + 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 party's agreed food 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. Please note your event will only be confirmed once your deposit is paid.

### *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.

Please choose from the following Menus (you can select more than one if required):

1. Canapés
2. Larger Bites
3. Bowl Food
4. Sushi
5. Private Dining
6. Daytime Catering

All dietary needs are catered for with adequate notice to the management. A 12.5% service charge for private dining will be added to the final bill.

VAT is excluded on all prices quoted.

### *7. Payment*

Unless otherwise agreed in writing by Studio Gauthier, 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 7-14 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: .....



## Private Dining Details

### 1. Contact Details

Name of Contact:

.....

Company (if applicable):

.....

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. Dietary Requirements

Please state any dietary requirements below

##### 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	Se: Sesame	C: Celery
SO <sub>2</sub> : Sulphur	Sy: Soya	P: Peanut
N: Nuts	M: Mustard	

#### 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: