



BOOKING FORM

TO CONFIRM YOUR EVENT, WE KINDLY ASK FOR YOU TO COMPLETE THE BOOKING FORM AND RETURN IT WITH THE SIGNED TERMS & CONDITIONS

CONTACT DETAILS

CONTACT NAME

COMPANY NAME

DATE OF EVENT

NUMBER OF GUESTS

AGREED MINIMUM SPEND

CONTACT NUMBER

FAX NUMBER

ADDRESS

EMAIL

ARRIVAL TIME

PREFERRED SEATING TIME

DIETARY REQUIREMENTS

A member of the reservations team will contact you to discuss your food and drinks requirements, please ask if you require any information regarding allergens in food. Should you already know which menus you would like please make note of them here:

DEPOSIT & BILLING DETAILS

A 50% deposit is required if your minimum spend pre-order exceeds £1000. If under £1000 we require a £250 deposit. The deposit is required 14 days before your booking, even if no food is ordered. If you cancel within 14 days of your booking and 28 days during the months of November & December the deposit is non-refundable.

Deposits must be received and funds cleared prior to your event. We accept deposit by cash, cheque and credit card. Credit card details must be provided over the phone or in person. The final bill can be paid by credit card on the evening or invoiced.

All invoices are subject to a credit check and our payment terms are 14 days from receipt of invoice.

CONTACT NAME OF INVOICEE

PURCHASE ORDER NUMBER (IF APPLICABLE)

ADDRESS

COMPANY REGISTRATION NUMBER

TERMS & CONDITIONS

When making a reservation in the Private Dining Rooms at Devonshire Terrace you are subject to the Terms & Conditions listed below.

The use of the Private Dining Room(s) at Devonshire Terrace are available from:

Breakfast	8.00 – 11.00
Lunch	12.00 – 16.00
Dinner	17.00 – 23.00

Please note if you have a lunch booking there is a chance we may need the room after for the dinner sitting.

We may in some instances not have an alternative room for you to move to should you wish to stay at Devonshire Terrace later than your allocated lunch booking.

A guaranteed minimum spend is required for the use of each Private Dining Room(s) and includes anything produced and supplied by Devonshire Terrace.

All prices include VAT at 20%. A discretionary service charge of 12.5% will be added to your bill.

A 50% deposit is required if your minimum spend pre-order exceeds £1000. If under £1000 we require a £250 deposit. The deposit is required 14 days before your booking, even if no food is ordered. If you cancel within 14 days of your booking and 28 days during the months of November & December the deposit is non-refundable.

Confirmation of final numbers is required 24 hours prior to the date of the function and all pre-orders to be finalised by 22nd November. The client will be charged on the basis of the last agreed cover, should the number of guests decrease on the day, you will be charged for the previous number of guests reserved.

We will be pleased to discuss the menu if required. Vegetarians & special dietary requirements will be accommodated by prior arrangement.

Only wines and spirits supplied by Devonshire Terrace are permitted for consumption on the premises.

Please be aware that occasionally certain dishes, wines or vintages may become unavailable at short notice due to difficulties of supply. In addition, the quality of produce delivered to us may not meet the approval of our Head Chef. In this event we will endeavour to provide you with a suitable alternative.

The Client undertakes to ensure orderly conduct by members of their party. Any losses or damages caused to Devonshire Terrace or its property, members of staff, other guests or their property will be the responsibility of the Hirer. All breakages will be charged to the Client at the replacement cost.

Devonshire Terrace shall not be liable for any failure or delay in performance of its obligation to the Hirer as a result of causes beyond our reasonable control – these include strikes, lock-outs, industrial disputes, terrorist activities, fire or bad weather conditions.

Any goods and items remaining on the premises are left at the owner's risk.

Promotions run by Devonshire Terrace are not applicable with the Private Dining Rooms or Events.

The final account is payable at the end of the event unless otherwise agreed and subjected to credit check. We accept most major credit cards. Cheques and BACS payments are accepted by prior arrangement and must be received in cleared funds prior to the event. Cheques should be made payable to Corney & Barrow Bars Ltd.

I hereby agree the Terms & Conditions

SIGNATURE

PRINT NAME

DATE
