

BOCCONCINO BOOKING

Terms & Conditions

NAME	
EMAIL	
CONTACT NUMBER	
DATE OF THE EVENT	
TIMING	
NO. OF GUEST	
EVENT TYPE	
SET MENU CHOICE <i>(For reservations 8 and above, our guest are required to opt of one of our set menus)</i>	
OPEN BAR TAB REQUEST <i>(Please set the limit for drinks at the bar)</i>	
PRE-ORDER <i>(Please note for any large bookings for more than 15 people the pre order will be required 3 business days prior the booking time for each course from chosen set menu)</i>	
SEATING PLAN <i>(Please note for all the bookings with the preorders the seating plan will be required)</i>	
MINIMUM SPEND	
DEPOSIT	
CLIENT SIGNATURE	

Thank you for choosing Bocconcino restaurant as the venue for your forthcoming event.

At Bocconcino we cook intelligent, rustic and traditional Italian food that takes you from classic nostalgic flavours to new, inspired dishes created by super-skilled chefs. We pride ourselves on using incredible top quality ingredients and products which have been sourced from some of the industry's best suppliers.

We have different areas to suit everything from a canapé party with cocktails to a sit-down meal. The hiring fee of any of our spaces is based on a food and beverage minimum spend.

Please take your time to read the terms and conditions carefully, filling in all the relevant sections. Return the form as soon as possible either by email or by post to the address listed below. Please note there are **terms & conditions** on **page 3**.

Prior to your event, you will receive an email to confirm and ensure the finalised details of the function to be correct.

Please do not hesitate to call the venue should you have any further queries regarding the paperwork.

BEST REGARDS,

EVENTS MANAGER

Bocconcino Restaurant
19 Berkeley Street
London W1J 8ED

020 74994510

events@bocconcinorestaurant.co.uk
www.bocconcinorestaurant.co.uk

TERMS AND CONDITIONS

1. Before signing the contract, it is essential that you understand the agreements fully. Therefore, please take your time to read the terms and conditions carefully, filling in all the relevant sections.
2. Return the form as soon as possible either by email or by post. A booking will only be confirmed once the signed Terms and Conditions have been received. The Terms and Conditions should be received at least 3 business days prior to the day of the event.
3. Bocconcino restaurant reserves the right to charge the card holder a **£20 cancellation fee** per person, should a cancellation or no-show occur within less than 24 hours of the booking time. Any food pre-orders will be charged **50% as a deposit**. Should pre-orders be cancelled within less than 24 hours of the agreed arrival time, you will be liable to pay the full minimum spend hire fee as well as the full agreed pre-order amount for food and/or drinks. No shows will be charged the same way.
4. Bookings from 15 people are requested to select and **pre-order** from a set or reduced menu at least 72 hours beforehand. The pre-order must be selected for each guest's course(s) along with the table plan. An agreement may be made from which certain parties will be allowed to order from the set or reduced menu on the day of the event. However, this must be agreed upon by the Events Manager in writing. The set or reduced menu must be agreed upon, **72 hours** prior to the event.
5. All deposits requested for **private dining reservations** are 50% of the agreed minimum spends as well as a £150 non-refundable set-up fee which must be paid in full 1 month prior the reservation date; or on the agreed date set by the Events Manager.
6. If the private dining reservation is cancelled before 10 business days to the scheduled event, the 50% deposit will be fully refunded. If **cancelled less than 10 business days** prior to the scheduled event, the deposit will **NOT** be refunded. If the party's numbers does not show for the scheduled event, the minimum spend will be charged against the credit card provided.
7. We accept bank transfers, Visa, MasterCard and American Express for the payment.
8. After completion of the event, the final bill needs to be fully settled on the day. If the minimum requirement is not reached, the remainder of the minimum requirement will be applied to the subtotal as an event charge. On the day payment must be paid by cash or by card. Bank transfer is only available up to 24 hours prior to the event.
9. If no other payment option is offered on the day, the card listed in the terms and conditions will be charged. Should the card then not be present, **the venue has the right to force the payment through**.
10. Please confirm the final number of guests **72 hours (3 days)** before the event. If the number of guests decreases from the number reflected in the agreement, the food and beverage minimum requirement agreed upon will still apply.
11. Bocconcino restaurant does not accept any responsibility for loss or damage to any item of equipment, furniture, stock or any other property brought onto the premises by the clients or their agents.
12. In case of a cancellation or no show, you will be responsible for any costs incurred by any outside entertainment organized by Bocconcino restaurant on your behalf, as per cancellation policies imposed by any entertainment company.
13. All food, beverage and room hires are inclusive of VAT.
14. A discretionary **13.5% service charge** will be added to all bills including food and/or drinks. Bills with hire fee such as Venue/ Room/ DJ/ Entertainer fee will be exempt from service charge.
15. The minimum spend does not include the 13.5% service charge. In other words, service charge cannot be calculated into a minimum spend, unless otherwise agreed by the Events Manager prior to the event.
16. All food and beverages ordered will need to be consumed on the day of the event. Unless pre-agreed by the Events Manager in writing. If excess pre-ordered food and/or beverages are left at the end of the evening, the client has the right to take unopened drinks and packaged food away from the venue.
17. Please inform us as far in advance as possible, if you or any member of your party has allergies. Should a member of the party have an allergic reaction to any dish or beverage,

and staff members were not made aware of any allergies prior to the event, Bocconcino restaurant will not be held responsible.

18. No food, wine, beer or spirits may be brought into Bocconcino restaurant by the client or client's guest for consumption on the premises unless prior consent has been obtained in writing and corkage/ additional fee has been agreed.
19. Force majeure. In the eventuality of a natural disaster (fire, flood, power cut, hurricane etc...), where Bocconcino restaurant should suddenly close, we will endeavour to re-locate your event and will refund your deposit. However, Bocconcino will not pay for any compensation under these circumstances.
20. Bocconcino reserves the right to refuse admission or to eject a guest who is acting drunk and disorderly. If deemed necessary, it will not be the Duty Manager's responsibility to call the Emergency Services
21. No unauthorised photographers are allowed in the premises at any time, unless pre-arranged with the events manager. The Events Manager will need to be notified **three working days** prior to the event. The client will need to state where the photographs will be used and seen.
22. Bocconcino restaurant must be notified of any complaints by letter or email within seven days of your event. After the stated period, it will be at the General Manager's discretion to take any complaint into consideration.
23. You will be held responsible for any damages caused by any of the Events' guests, to the furniture or fittings at Bocconcino restaurant.
24. Bocconcino restaurant reserves the right to change the prices of food and drinks without prior notice. Unless the prices have been stated on the final confirmation email or in the 'guaranteed' section.

PLEASE COMPLETE THE SECTION BELOW TO COMPLETE THE BOOKING: CREDIT CARD NUMBERS ARE REQUIRED FOR ALL BOOKINGS		
Name on card	Expiry date	Issue No.
Card Number		
Card Holders Full Address and postcode	CSC/ CVC	Card Type
I Authorise Bocconcino restaurant to charge the CC above for the agreed amount of £ _____		
I confirm that the details for the event are correct and agree to the Terms and Conditions above		
Name		
Date		
Signature		