

CONTACT INFORMATION

Company:			
Name:		Job Title:	
Telephone:		Email:	

We are delighted to confirm the following Private Dining & Events reservation at South Place Hotel.

For:
Commencing on:

CONTACT INFORMATION

EVENT DETAILS

Date:					
Event	Time	Space	Att.	Details	Price

MINIMUM SPEND DETAILS

CONFIRMATION AND DEPOSIT

In order to confirm the above reservation, we kindly ask you to sign and return a copy of this contract along with the completed credit card form for payment of the specified deposit within 5 working days. Failure to return these could result in the provisional booking being automatically released. We request a deposit to be paid at the time of confirmation to the amount of _____ which is inclusive of VAT. Current rates of VAT apply. The remaining balance should be settled prior to departure on the day.

I accept the Terms & Conditions of the contract and confirm the event details are correct:

For South Place Hotel	For
Name:	Name:
Job Title:	Job Title:
Signature	Signature
Date:	Date:

DEPOSIT PAYMENT PROCEDURE

It will not be possible to confirm your event without these details and failure to return the completed form by the specified date may result in the provisional booking being automatically released.

When carrying out transactions without the cardholder present, we shall require the following information:

Card Details	
Card Number:	<input type="text"/>
Start Date (if any):	<input type="text"/> / <input type="text"/> / <input type="text"/>
Issue Number:	<input type="text"/> <input type="text"/>
Expiry Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Security Number:	<input type="text"/> <input type="text"/> <input type="text"/> 3 digits on signature strip <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 4 digits on front of AMEX cards
Name on Card (as printed):	<input type="text"/>
Cardholder Details	
House / Flat Number:	<input type="text"/>
Road / Street:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Deposit Required:	
<i>I confirm that the credit/debit card details above can be charged for any further charges incurred before the end of the event</i>	
<i>I confirm that the credit/debit card details above can be charged for All Incidentals</i>	
Please tick the box if a receipt is required: <input type="checkbox"/>	
Cardholders Signature	
Signature:	<input type="text"/>
Date:	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

CONTRACT TERMS AND CONDITIONS

Definitions

“**South Place “Hotel” or “We”**” means South Place Restaurants Limited whose registered office is at 3 South Place, London EC2M 2AF and which leases and manages the property at which the Event will take place.

“**Client” and “You”**” means the organising body/ company or individual authorised and responsible for the commissioning and payment for the Event.

“**Contract”**” means the signed Contract describing the detailed supply of facilities and services for a specific booking or series of bookings. These terms and conditions form part of the Contract together with any other terms specifically referred to in the Event Contract.

“**Event”**” means the Event described in the detailed supply of services as stated in the Event Contract.

“**Protected Total Charge”**” means the total price of the detailed supply of facilities and services for a specific booking or services of bookings as outlined in the Event Contract.

“**Guaranteed Minimum Numbers”**” means the lowest number of people attending the Event for which payment will be made.

“**Guaranteed Minimum Charge”**” means the minimum price to be paid by the client based on the detailed supply of facilities and services as stated in the Event Contract.

“**Client Brand Features”**” means the Client’s trade names, trademarks, service marks, logos, domain names, and other distinctive brand features and such other trademarks, service marks, logos, domain names and other distinctive brand features that the Client may provide to the hotel.

“**Brand”**” means all intellectual property rights (including but not limited to trade marks, copyright and design right (whether registered or unregistered) in our logos and images on a worldwide basis.

1.0 Terms

All reservations for the Private Dining & Events Rooms, provisional or confirmed, are made upon and are subject to the following Terms & Conditions and no variation thereof will be accepted unless agreed in writing with South Place Hotel. Written confirmation and the clients signature will confirm acceptance of our Terms & Conditions.

2.0 Confirmation by the Client

2.1 All bookings are considered as provisional until both the Client and the Hotel sign the Event Contract. Once both parties sign the Event Contract, all such facilities and services reserved by the Client will be subject to the terms and conditions of the Event Contract.

2.2 The signed Event Contract must be returned by the Client and received by the Hotel within 5 days of the date of issue or as otherwise stated on the front page of the Event Contract. If such time is not available prior to the start of the Event, then the Terms must be agreed within such time as is feasible, using email, fax or post and not less than 72 hours prior to the date of the Event. If the Hotel does not receive the Event Contract within this period, the Hotel reserves the right to release the provisional booking and re-let the facilities.

3.0 Confirmation by the Client

3.1 All bookings are considered as provisional until both the Client and the Hotel sign the Contract. Once both parties sign the Contract, all such facilities and services reserved by the Client will be subject to the terms and conditions of the Contract.

3.3 Guaranteed Minimum Numbers and pricing will be agreed with the Hotel at the time of signing the Contract and will be identified in the Contract. Final timings, menus and any special requests must be confirmed to the Hotel at least 14 days prior to arrival. Final numbers must be notified to the Hotel at least

72 hours prior to arrival or at the time of confirming the booking if the Event is less than 7 days from arrival.

4.0 Deposit

4.1 Unless otherwise agreed in writing by South Place Hotel, credit/debit card details will be required with a signed contract to guarantee the booking. A deposit will then be required as stated in the Event Contract. The balance must be settled in full on the day or evening of the event before departure.

4.2 Additional deposits may be required where the client requests substantial additional facilities and services for their event.

4.3 The Hotel reserves the right to charge a deposit on the signing of the Contract. The deposit required will be specified in the contract.

4.4 Unless otherwise stated in the Contract standard payment terms will apply. These are as follows: In all cases, the Client shall make a deposit of 100% of the Projected Total Charge to be paid to the Hotel on signing the Contract.

Pro-forma invoices will be rendered on the above basis and are due for settlement within 7 days of the date of the invoice

4.5 If payment terms are not complied with, the Hotel may cancel the Event without liability, and retain any deposit. The Event is not secured until all payment terms have been complied with.

4.6 Please note, where Clients are settling by credit card or using account to company facilities, they must authorise credit card payments or finalised bills before departing South Place Hotel. In addition, as the Client, you agree to meet all charges unpaid by members of your party on departure.

4.7 The prices quoted on the Contract are inclusive of VAT at the current rate unless otherwise stated and will be subject to alteration should the rate of VAT change before the date of the Event. Private dining events are subject to a 12.5% discretionary service charge.

5.0 Guaranteed Minimum Numbers/Spend

5.1 Guaranteed Minimum Numbers and pricing will be agreed with the Hotel at the time of signing the Event Contract and will be identified in the Event Contract. Final timings, menus and any special requests must be confirmed to the Hotel at least 14 days prior to arrival. Final numbers must be notified to the Hotel at least 72 hours prior to arrival or at the time of confirming the booking if the Event is less than 7 days from arrival.

5.2 The Client will be charged on the basis of the confirmed final numbers or the total number of guests attending, whichever is greater.

5.3 Should the final number of guests attending the event be lower than the guaranteed final number, or the duration/timing of the Event be less than that specified in the contract, we reserve the right to charge the guaranteed minimum spend.

5.4 Where the guaranteed minimum spend or numbers of guests are unlikely to be met, we reserve the right to allocate an alternative location or private dining & event room from the original choice for the event or to cancel the event without being liable for any claim for compensation.

5.5 Should the Client wish to increase the number of guests attending the Event to in-excess of the contracted number, the Hotel will use all reasonable endeavors to comply with such a request subject to availability but will not be liable should it fail to do so. The Hotel will increase the Projected Total Charge and any deposits in accordance with requests from the Client for increased facilities and services.

6.0 Amendments by the Client

6.1 Any requests to change the Event Contract must be made to the Hotel in writing. South Place Hotel will then confirm whether these changes are possible by return. Should it be necessary for you to amend the Event Contract, the Hotel may need to amend the Projected Total Charge, or on rare occasions possibly decline the booking, depending on changes made.

7.0 Final Details

7.1 The final details of your Event will be confirmed in your Event Sheet, which will be agreed with you prior to the Event. The Hotel will provide confirmation of Event changes on the Event Sheet, which

will form part of the Projected Total Charge for the Event and will be subject to these terms and conditions especially in relation to any deposits required or cancellation charges.

7.2 Menu choices are to be agreed at least 14 days prior to the Event. Failure to do so may result in the Hotel selecting the menu s on the Client's behalf. The only variation on the day of the event will be for guests with special dietary requirements.

8.0 Cancellation

8.1 All cancellations must be made in writing by the Client to the Hotel. Verbal cancellations will not be accepted.

8.2 The Client will be liable to pay cancellation charges to South Place Hotel in the event of cancellation of the quoted and agreed price and any other non-cancellable charges incurred by South Place Hotel, on behalf of the Client.

8.3 The cancellation charges are calculated by reference to the Schedule below based on the deposit paid:

8 weeks prior to the due date of the function:25%
6 weeks prior to the due date of the function:50%
4 weeks prior to the due date of the function:75%
2 weeks prior to the due date of the function:100%

8.4 In the unfortunate circumstance that the Client has to cancel or postpone the confirmed booking at any time prior to the Event, the Hotel will make every reasonable effort to resell the facilities on the Clients behalf.

8.5 The Hotel's cancellation policy is to levy a charge of up to 100% of the Guaranteed Minimum Charge plus any other costs that have been incurred by the Hotel on behalf of the Client. This will then be reduced by any revenues received from alternative business that the Hotel has been able to secure on the Client's behalf. Definitive cancellation charges due can only be confirmed to the Client after the intended date of the Event.

8.6 The Client acknowledges that the cancellation terms set out above represent a reasonable pre-estimate of the damages likely to be suffered by the Hotel in the event of cancellation or reduction and that they are not intended to operate as a penalty.

9.0 Cancellation on the day

9.1 In the event of cancellation on the day, the Client will be liable to pay charges to South Place Hotel of the quoted minimum spend or the total menu price for food and drink, whichever is the greater (based on confirmed final numbers) plus any other non-cancellable charges incurred by South Place Hotel on behalf of the Client.

10.0 Transferring of event date

10.1 Once an event has been confirmed and contracted these terms & conditions are not transferrable to another date.

11.0 No-show events

11.1 In the case of the Client not showing for the event without prior cancellation, the Client will be liable to pay the anticipated total spend, based on the confirmed final numbers, menu price per person and guestimate beverage consumption, minimum spend and other non-cancellable charges incurred by South Place Hotel on behalf of the Client.

12.0 Damage to property and persons

12.1 The Hotel shall not be liable to the Client for any indirect or consequential loss or damage (whether for loss of profit, loss of business, depletion of goodwill or otherwise), costs, expenses or other claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with the Contract.

12.2 South Place Hotel reserves the right to exclude or eject any person from an event or the premises who it shall be reasonable considered to be acting in a manner that is unlawful, offensive, threatening (actual or potential) to other guests or our personnel. We will also take action if we believe that the behaviour of individuals or an entire party may cause or does cause damage to our property or our guests or employees property. In certain instances the Client will be charged for any actual damage caused.

13.0 Food and Wines

13.1 In accordance with licensing provisions, only wines and spirits supplied by South Place Hotel are permitted for consumption on our premises. Only food produced by the kitchen at South Place Hotel is to be served.

14.0 Payment

14.1 All payments for an event must be paid prior to the event with payment for any further charges incurred to be settled before the end of the event.

15.0 Suggested Gratuity

15.1 A discretionary service charge of 12.5% is added to the overall account for Private Dining only.

16.0 Value Added Tax

16.1 All prices quoted include Value Added Tax at the current rate.

17.0 Force Majeure

17.1 South Place Hotel shall not be in breach of this agreement nor liable for any delay in the performance, or failure to perform any of its obligations under this agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control, including but not limited to Acts of God; any law or government order, rule, regulation or direction, or any action taken by a government or public authority (such as failing to grant a necessary licence or consent); fire, explosion or accidental damage; adverse weather conditions; interruption or failure of utility services (such as failure of electric power, gas or water); any labour dispute (including but not limited to strikes, industrial action, lockouts, non-performance by suppliers or subcontractors); and failure of plant machinery, computers or vehicles. In such circumstances South Place Hotel shall be entitled to an extension of the time for performing its obligations, provided that if the period of delay or non-performance continues for 24 weeks, the Client may terminate this agreement by giving 14 days written notice to South Place Hotel.

18.0 Accommodation

18.1 Please note that normal check-in time is 14.00hrs GMT. We will try wherever possible to accommodate earlier check-in requests. When the Hotel is busy and in order to guarantee that rooms are ready before 14.00hrs on the date of arrival we would recommend that the rooms are pre-booked from the night before at the relevant rate. Please note that the normal checkout time is 12.00hrs GMT on the day of departure. Please advise the Hotel as soon as possible if a later checkout time is requested.

18.2 The Client will provide South Place Hotel with a rooming list, not less than fourteen working days before the group arrival date, setting out the names of guests staying with us and who will share rooms and the type of accommodation to be allocated to them. Some rooms may be ready before others due to specific room types allocated and/or special requirements. If bedrooms are unavailable, we will store your luggage and it will be placed in your room later.

18.3 The room block may be reduced by up to 10% without cancellation charges where the rooming list is presented to South Place Hotel earlier than fourteen working days before the group arrival date. Any reductions made within fourteen days of the date of the group arrival will be subject to full cancellation charges. (see paragraphs 4.1 - 4.7)

18.4 The prices quoted on the Contract are inclusive of VAT at the current rate unless otherwise stated and will be subject to alteration should the rate of VAT change before the date of the Event.

*3 South Place, London EC2M 2AF
T +44(0)203 503 0000 F +44(0)203 503 0777
hello@southplacehotel.com southplacehotel.com*

SOUTH PLACE HOTEL

*3 South Place, London EC2M 2AF
T +44(0)203 503 0000 F +44(0)203 503 0777
hello@southplacehotel.com southplacehotel.com*

SOUTH PLACE HOTEL