

Booking Sheet - Function Rooms

When making a reservation in the Function Rooms at The Selkirk SW17, you are subject to the Terms & Conditions listed below.

- An agreed minimum spend is applicable per function room(s) booking. All prices include VAT at 20%.
- A service charge of 12.5% will be added to your bill.
- Service charge is not included in the minimum spend.
- Confirmation of final numbers is required 72 hours prior to the date of the function and 7 working days before your event for food pre-orders. 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.
- A deposit is required in order to confirm your event. If you cancel within 14 days of your booking and 28 days during the months of November & December the deposit is non-refundable. Should you cancel your event on the day, you will be charged the cancellation fee and for all food that has been pre-ordered.
- The menu and wine choices must be finalised a minimum of 7 days prior to your booking. 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 The Selkirk SW17 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 The Selkirk SW17 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. The Selkirk SW17 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 The Selkirk SW17 are not applicable with the Function 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.
- BACS payments are accepted by prior arrangement and must be received in cleared funds prior to the event.

I hereby agree the terms & conditions:

Signature: _____

Print: _____

Date: _____

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

Contact
Name: _____

Company
Name: _____

Contact
Number: _____

Address: _____

Postcode: _____

Email: _____

Date of Event: _____ Number of
Guests: _____

Agreed minimum spend: _____

Arrival Time: _____ Seating Time: _____

Deposit & Billing Details:

A £200.00 deposit, per function room or area is required for all events. For drinks receptions a £10.00 deposit per person is required to secure your reservation. Your deposit will be deducted from your final bill. Deposits must be received and funds cleared prior to your event. We accept deposit by cash 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: _____ Postcode: _____

Company Registration Number:
