

Terms & Conditions

1. Confirmation of Booking:

Bookings will only be deemed confirmed upon the receipt of signed terms & conditions and the requested deposit.

Any changes to the contract and booking details must be made in writing and will only take effect once acknowledged by Galvin Brasserie De Luxe Limited.

In the event that this agreement is signed in the name of a company/ partnership/agency/firm/club/society, the person signing represents to Galvin Brasserie De Luxe Limited that he/she has full authority to sign such a contract. In the event that he/she is not authorised he/she will be personally liable for any breaches to the contract.

2. Minimum Spends, Deposit, Pre-payments and Settlement

The minimum spend quoted to you will include VAT at the current rate, however, the spend will exclude the discretionary service charge, which is added at 15%.

Any shortfall in the minimum spend amount will be charged and shown on the final bill as room hire.

The customer shall be required to pay a deposit to Galvin Brasserie De Luxe Limited to secure the date of the event.

-The deposit must be paid to secure the date and we will hold the date on signature of the contract for 10 working days to await payment.

Your bill must be settled in full at the end of your event including any additional products (service charge / beverages etc). At this time, your deposit will be deducted. The final amount is required to be paid on the night of the booking as we are unable to invoice post event.

3. Final Numbers

We require your guest numbers, chosen menu and dietary requirements no later than 10 working days to your event date. Final numbers for any event must be confirmed in writing at least 5 working days prior to the event date. Should you have to decrease your numbers with less than 72 working hours' notice this reduction will be charged at the full menu price. In case the party increase outside of the 72 hours, the menu will be subject to availability and might be have alternative substitute for the additional guests which will be advised by the restaurant.

Please note that with a reduction in numbers, the minimum spend will still be required to be met.

4. Cancellation by Galvin Brasserie De Luxe Limited

Galvin Brasserie De Luxe Limited may cancel a booking without any liability being incurred whatsoever if:

Galvin Brasserie De Luxe Limited is closed down due to events and circumstances beyond our control such as fire, staff dispute, lock out or by order of public authority, should this occur any and all deposits paid will be refunded. The customer becomes insolvent or enters into liquidation/receivership. The customer is in breach of any of the terms and conditions.

The customer fails to pay the requested deposit.

5. Cancellation by the Customer

January - November

All cancellations by the customer must be made in writing to Galvin Brasserie De Luxe Limited at the address stated and will be formally acknowledged. If your event is cancelled within 14 days of the function date, your deposit will be retained by Galvin Brasserie De Luxe Limited as a cancellation charge. If your event is cancelled within 7 days of the function date, the cancellation charge will increase to your full selected menu price per person and charged to the credit card supplied.

December

All cancellations by the customer must be made in writing to Galvin Brasserie De Luxe Limited at the address stated and will be formally acknowledged. If your event is cancelled within 28 days of the function date, your deposit will be retained by Galvin Brasserie De Luxe Limited as a cancellation charge. If your event is cancelled within 14 days of the function date, the cancellation charge will be the full minimum spend. If the minimum spend has not been applied to the booking, the full selected menu price per person will be charged to the credit card supplied.

7. Prices

We reserve the right to charge in full for anything (including house flowers) removed from the restaurant and for any damages sustained to the room or furniture within. Should you require furniture be removed from the room we will ask for a removal charge of £460.00 in addition to the minimum spend agreement. This will be required to be paid in advance one month prior to the event date.

15% discretionary service charge will be added to your bill.

The customer agrees to the minimum spend + 15% discretionary service charge; this includes VAT at the current rate.

All prices are current at the time of going to print and include VAT or other government taxes where appropriate. Galvin Brasserie De Luxe Limited reserves the right to amend prices and take into account any changes in the rate of VAT or other taxes.

8. Suppliers

On the occasions when the client arranges any third party supplier or contractor direct, it is the responsibility of the client to ensure that Galvin Brasserie De Luxe Limited is fully informed of all arrangements. Furthermore, the client must ensure that the third party provides adequate insurance and observes all health and safety requirements.

9. Renovations / Refurbishments

The Venue will notify the Customer of any potential renovations or refurbishments to the Venue as soon as the Venue is aware if these fall over the date of the Event. If any such disruption is confirmed the Venue will consult with the Customer to secure a suitable solution.

I agree to the terms the terms and conditions set out above and have read the cancellation policy in full. I am providing my card details in order to secure the function am aware that I am liable to a fee if I have to cancel.