

## **Terms and Conditions:**

A deposit of £10 per person or 30% of the contracted event or minimum spend (whichever is the greater value), is required to confirm a booking. All payments are non-refundable. All payments must be received prior to your event. If you are unable to attend for whatever reason (including but not limited to terrorism, war, industrial action, strikes, accidents, severe weather), your booking will be treated as a cancellation and all payment will be retained. We cannot accept any cheques for additional payments within 10 days of your booking date. Cash deposits must be made in person. All prices shown are inclusive of VAT at the current rate. A discretionary 12.5% service charge may be added to the bill on the day of the event. All restaurant bookings are allocated a 2 hour seating time unless otherwise indicated. Menu content is correct at the time of going to print and may be subject to change. Any person / parties arriving for the set menus after the reserved time may be subject to the removal of one or more courses due to time constraints; there will be no reduction in price should this occur. Please note areas that you book are a base for your party but do not necessarily guarantee seating for everyone. Access to some areas in the venue may be restricted due to private functions. All members of your party MUST be over 21 years old. ID may be required. Our dress code is smart casual. Management reserve the right to refuse admission in accordance with licensing law and in such cases any pre-paid monies will not be refunded. The Venue will provide the necessary staff which will include bar staff and waiting staff. Should the Client request any extra staff from the venue and justifies the reason as to why, provided that the request is made within a reasonable time scale prior to the Event, the venue shall try its utmost to provide the additional staff but cannot be held responsible should additional staff not be present. The Venue retains the power to close either bar, if the number of guests is deemed low; the event is quiet and an hour prior to the closing time. This is at the discretion of the venue manager. The definition of minimum bar spend is the total sales. The venue only considers legal tender as part of the minimum bar spend and any counterfeit monies will be removed from total sales figure generated on the Event day. If the minimum bar spend is not achieved the Client is liable to settle the monetary difference on the night of the Event, failure to make any such payments will result in further action being taken by the Company and/or its employees and/or any third party instructed on behalf of the Company. The shortfall can be paid via a debit/credit card, cash or cheque payments will be accepted. The Venue will only accept cleared funds. Further action can include the use of any third party employed or contracted to the Company such as Debt Recovery Companies and the Client will be liable to incur additional costs from the Debt Recovery Company. If any damages are caused to the venue during the event the client is liable to settle the cost of repairs, failure to make any such payments will result in further action being taken by the Company and/or its employees and/or any third party instructed on behalf of the Company. The cost of damages can be paid via a debit/credit card, cash or cheque payments will be accepted. The Venue will only accept cleared funds. Further action can include the use of any third party employed or contracted to the Company such as Debt Recovery Companies and the Client will be liable to incur additional costs from the Debt Recovery Company.

Termination: This Contract may be terminated;-

by the Client giving the Company 3 weeks written notice prior to any Event in which circumstances any monies paid by the Client will not be refunded; by the Company by Immediate Notice, if the Client fails to provide the necessary monies and Risk Assessments in accordance with these terms in which circumstances any monies paid by the Client will not be refunded; by the Company if there is a legal obligation to terminate in which circumstances any monies paid by the Client will not be refunded; by the Company at any time if intelligence suggests that there will be a risk of health and safety to the public and or any employees of the Company in which circumstances any monies paid by the Client will not be refunded; and by Licensing officers, City of London police, Fire Department and any such bodies of a similar nature at any time if deemed necessary in which circumstances any monies paid by the Client will not be refunded. If this Contract is terminated the Company, the Company will not be held liable for any losses incurred by the Client. Each party will keep any confidential information disclosed by the other or by the Client secret, and on termination (or sooner if required) will at the option of the owner thereof return or destroy such confidential information. Neither party may use or take advantage of any such confidential information without the discloser's consent, even after the end of this Agreement.

**These terms are governed by the laws of England & Wales, whose courts shall have sole jurisdiction in relation to all matters arising.**

Please sign your event contract to confirm that you agree with these terms and conditions.