

Booking Form

Private Parties

1. Contact Details

Contact name _____
 Address _____
 Telephone _____ Mobile _____
 Email _____ Fax _____
 How did you hear about us? _____

We would like to add your details to our mailing list so that we can occasionally send you news and offers. You can opt out at any time and your details will not be sold or rented to a third party. If you would prefer not to be added please tick here

2. Event Details

Date of event _____ No of guests _____

| | | |
|--|--|--|
| Preferred time | Preferred space | Menu details (e.g. buffet, 3 course dinner etc) |
| 11.30 - 17.00 <input type="checkbox"/> | Main restaurant <input type="checkbox"/> | _____ |
| 17.30 - closing <input type="checkbox"/> | First floor <input type="checkbox"/> | _____ |
| All day <input type="checkbox"/> | Exclusive hire* <input type="checkbox"/> | _____ |

*Venue hire fee of £1,000 applicable

3. Payment Details

- A non-refundable deposit will be taken on processing this booking. This deposit represents 10% of your *minimum spend* (based on the revenue achievable as an operational restaurant that day).
- Any additional costs incurred on the day, and not settled at the time, will be charged to you via the card below.

Minimum spend advised: £ Exclusive venue hire charge: £

| | | |
|-------------------------------------|--------------------------|-------|
| Credit card | Name on card | _____ |
| Visa <input type="checkbox"/> | Card number | _____ |
| Mastercard <input type="checkbox"/> | Expiry date | _____ |
| Amex* <input type="checkbox"/> | Start date | _____ |
| Maestro <input type="checkbox"/> | Issue no. (Maestro only) | _____ |
| | CSC number: | _____ |

* Amex expenditure over £1,000 will incur a 2% charge.

4. Cancellation Policy

- If you wish to cancel please inform the Events Manager, in writing, as soon as possible.
- Credit card details will be held against cancellation, any outstanding balance, failure to reach minimum spend and damages.

| Cancellation date | Terms |
|--|---|
| Over 90 days before event | Forfeit deposit |
| 31 - 90 days before event | Forfeit deposit + 50% of minimum spend |
| 7 - 30 days before event | Forfeit deposit + 50% of event plan spend |
| Less than 7 days | 75% of event plan spend |
| Less than 48 hours | 100% of event plan spend |
| Individual guest cancellations within 72 hours | Non-refundable (pre-ordered food) |

I confirm that the above card is to be used to guarantee my booking and accept the terms & conditions set out overleaf. I hereby authorise the deposit amount as agreed with The Wharf to be debited from this card.

Signature _____ Date _____

P.T.O.

RETURN THIS FORM TO:
 The Wharf Restaurant, 22 Manor Road, Teddington, Middlesex TW11 8BG
 Fax: 020 8977 9444

Booking Form

Private Parties



Terms & Conditions

1. All bookings will be confirmed by The Wharf upon receipt of the booking form & deposit.
2. An *Event Plan* tailored to your requirements will be created. This plan will outline your anticipated charges.
3. Final payment as set out in the Event Plan must be made no later than 14 days prior to the reception.
4. You will need to finalise reception details no later than 14 days prior to the event. The numbers of guests will be set at this time.
5. If numbers decrease within 72 hours of the event these will be charged at full cost.
6. Food and beverage prices are inclusive of VAT, but exclusive of a 12.5% service charge.
7. Your card details will be held against cancellation, any outstanding balance, failure to reach minimum spend and damages. If there are no charges outstanding after the event your card will not be debited with any additional costs.
8. Due to residential planning restrictions the building must be vacated no later than 23h30, therefore last orders at the bar will be called at 22h45, with the bar closing at 23h00.
9. Prices/products are only guaranteed upon full payment and are subject to change at any time.

For office use only:

| Date | Payment (£) | Details | Payment method | Type of card/BACS ref |
|---------------|-------------|---------|----------------|-----------------------|
| e.g. 05/12/09 | £100 | Deposit | BACS | Mr & Mrs Smith |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

RETURN THIS FORM TO:
 The Wharf Restaurant, 22 Manor Road, Teddington, Middlesex TW11 8BG
 Fax: 020 8977 9444