

## AFTERNOON TEA RESERVATIONS:

- All reservations will require a credit or debit card to guarantee the reservation at the time of booking. Table reservations are not secured until card details are provided.
- A discretionary service charge of 10% will be applied to the final bill at the time of payment.
- Afternoon Tea bookings require credit card details at the time of booking to guarantee the reservation. Payment will be taken on the day at The Garden Brasserie.
- Reservations for maximum of 8 guests for Afternoon Tea can be cancelled or amended free of charge up to 3 days prior to the table reservation. Any cancellations after this will occur £10.00 per person late cancellation fee, which will be charged on the card provided at the time of booking. Any reservations which have been fully pre-paid will be non-refundable if cancelled less than 3 days prior to arrival.
- Reservations for 9 guests or more for Afternoon Tea can be cancelled free of charge up to 5 days prior to the table reservation. Any cancellations after this will occur £10.00 per person late cancellation fee, which will be charged on the card provided at the time of booking. Any reservations which have been fully pre-paid will be non-refundable if cancelled less than 5 days prior to arrival.

## LUNCH RESERVATIONS:

- All reservations will require a credit or debit card to guarantee the reservation at the time of booking. Table reservations are not secured until card details are provided.
- For Sunday Lunch reservations £10.00 per person non-refundable deposit is required at the time of booking.
- A discretionary service charge of 10% will be applied to the final bill at the time of payment.
- Reservations for a maximum of 8 guests for Lunch can be cancelled or amended free of charge up to 3 days prior to the table reservation. Any cancellations after this will occur £10.00 per person late cancellation fee, which will be charged on the card provided at the time of booking. **For Sunday Lunch bookings £10.00 per person deposit is always non-refundable.**
- Reservations for 9 guests or more for Lunch can be cancelled free of charge up to 5 days prior to the table reservation. Any cancellations after this will occur £10.00 per person late cancellation fee, which will be charged on the card provided at the time of booking. **For Sunday Lunch bookings £10.00 per person deposit is always non-refundable.**
- Reservations for 9 guests or more will require a pre-order, which needs to be received no later than 7 days prior to the table reservation. Pre-order will be from a reduced A La Carte Menu.

## **SUNDAY LUNCH RESERVATIONS:**

- All reservations will require £10.00 per person non-refundable deposit payment at the time of booking.
- Sunday Lunch is served in one of our Function Suites.
- The full and final payment to be made on the day of your reservation.
- In some occasions Sunday Lunch can be relocated to The Garden Brasserie and this will be the case only if the number of reservations is low.
- Reservations for 9 + guests may be seated across separate tables.

## **DINNER RESERVATION:**

- Dinner reservations will require £10.00 deposit per person at the time of booking, which is non-refundable in the case of:
  - If cancelled less than 3 days prior to the date of the table reservation – Applies if reservation is for maximum of 8 guests.
  - If cancelled less than 5 days prior to the date of the reservation – Applies if reservation is for 9 or more guests.
- A discretionary service charge of 10% will be applied to the final bill at the time of payment.
- £10.00 deposit payments will be credited to your final bill on the day of your reservation.
- Reservations for maximum of 8 guests for Dinner can be cancelled or amended free of charge up to 3 days prior to the table reservation. Any cancellations after this will lead to the loss of the £10.00 per person deposit.
- Reservations for 9 guests or more for Dinner can be cancelled free of charge up to 5 days prior to the table reservation. Any cancellations after this will lead to the loss of the £10.00 per person deposit.
- Reservations for 9 guests or more will require a pre-order, which needs to be received no later than 3 days prior to the table reservation. Pre-order will be from a reduced A La Carte Menu.

## **PRIVATE HIRE OF RESTAURANT UPPER LEVEL:**

- To secure the Private Hire a Room Hire fee has to be paid. The Upper-Level Space is not confirmed until the Room Hire has been paid in full.
- A discretionary service charge of 10% will be applied to the final bill at the time of payment.
- Private Hire can be cancelled free of charge up to 5 days prior to the reservation. Cancellation after this will lead to the loss of the Room Hire fee.
- Private Hire for Restaurant Upper level is for 3 Hours.
- Maximum capacity is 24 guests and will be seated across several tables.
- Maximum capacity is 18 guests if seated on a one large table.

- Payment for Afternoon Tea reservations will be taken automatically from your card, provided at the time of booking the Private Hire – No later than 24hours prior to your Private Hire.
- Dinner reservations will require £10.00 deposit per person at the time of booking the Private Hire, which is non-refundable in the case of cancelling or reducing the numbers less than 5 days prior to the date of the Private Hire.
- Guest numbers for Lunch, Afternoon Tea & Dinner can be amended free of charge up to 5 days prior to the Private Hire. Any reductions on guest numbers after this will occur £10.00 per person cancellation fee or loss of the £10.00 per person deposit.
- Lunch and Dinner reservations will require a pre-order, which needs to be received no later than 3 days prior to the Private Hire. Pre-order will be from a reduced A La Carte Menu.

### **PRIVATE HIRE OF GUEST LOUNGE:**

- To secure the Private Hire a Room Hire fee has to be paid. Space is not confirmed until Room Hire has been paid in full.
- A discretionary service charge of 10% will be applied to the final bill at the time of payment.
- Private Hire can be cancelled free of charge up to 5 days prior to the reservation. Cancellation after this will lead to the loss of the Room Hire fee.
- Private Hire for the Lounge is for 3 Hours.
- Maximum capacity 12 guests and will be seated on a one table.
- Payment for Afternoon Tea reservations will be taken automatically from your card, which has been provided at the time of booking the Private Hire – No later than 24hours prior to your Private Hire.
- Dinner reservations will require £10.00 deposit per person at the time of booking the Private Hire, which is non-refundable in the case of cancelling or reducing the numbers less than 5 days prior to the date of the Private Hire.
- Guest numbers for Lunch, Afternoon Tea & Dinner can be amended free of charge up to 5 days prior to the Private Hire. Any reductions on guest numbers after this will occur £10.00 per person cancellation fee or loss of the £10.00 per person deposit.
- Lunch and Dinner reservations will require a pre-order, which needs to be received no later than 7 days prior to the Private Hire. Pre-order will be from a reduced A La Carte Menu.

### **GENERAL TERMS & CONDITIONS:**

- Any Special Menu reservations such as Valentine's Day, Mother's Day, Father's Day, Christmas, or New Year's Eve will require full pre-payment to secure your table reservations.

- Any Special Menu reservations, which require full pre-payment; the payments are non-refundable and non-transferable in case of cancellation or reduction on guest numbers.
- Tables are allocated on the day by our restaurant team, and although we will do everything, we can to allocate you in your preferred area of the restaurant; this cannot be guaranteed.
- We reserve the right to allocate your table to other guests should you arrive more than 20 minutes after your table reservation time (without prior notice). Please note in the event of late arrival we may not be able to extend your time at the table.
- The Garden Brasserie reserve the right to change menus without any notice.
- The Garden Brasserie reserve the right to amend these Terms & Conditions at any time.