

# THE IVY

The Private Room at The Ivy

## BOOKING FORM

To confirm your booking kindly complete the booking form and return a signed copy with credit card details to [spearl@caprice-holdings.co.uk](mailto:spearl@caprice-holdings.co.uk)

All reservations of The Private Room at The Ivy, provisional or confirmed, are made upon and are subject to the following Terms & Conditions and no variation thereof will be accepted unless agreed in writing with The Ivy. Written confirmation (via email, fax or post) will confirm acceptance of The Ivy Terms & Conditions. This agreement does not include any other oral or written promises, terms or conditions. Any amendment or change to this agreement shall have no effect unless agreed upon in writing that refers specifically to this agreement and is executed by duly authorised representatives of both parties.

Upon receipt, your reservation will be confirmed in writing and a questionnaire sent to you to complete all event details. Please note we will take a deposit of 50% of your total spend to confirm your reservation and the remainder of the total spend one week prior to your event.

### DETAILS

**Event:**

**Date of event:**

**Access from and to:**

**Approx. number of guests:**

**Minimum number of guests:**

**Minimum food and beverage spend:** £

**Room Hire:** £ / Waived

### TERMS & CONDITIONS

#### 1. Interpretation

In these Terms & Conditions "The Ivy" means Caprice Holdings Ltd, and the "Client" means the person, firm or company booking The Private Room at The Ivy.

#### 2. Deposits and Confirmation.

A written confirmation and credit card details will be required from the Client to guarantee a booking.

A deposit of 50% of the minimum spend is required upon confirmation, this will be charged to the credit card provided unless otherwise advised. A second deposit of the outstanding minimum spend (totalling 100% of the minimum spend) and any room hire is required one week prior to your booking date, this will be charged to the credit card provided unless otherwise advised. The deposit will be deducted from your final bill. If the client fails to pay any such deposit within seven days after it's due date or three days prior to the date of the event, The Ivy may treat the event as having been cancelled by the client and charge a cancellation fee as outlined below.

#### 3. Minimum Spend and Room Hire.

A minimum spend applies to your event (as detailed above) this applies to all food and beverage consumed within the Private Dining Room, unless otherwise agreed in writing in advance of the event. This does not include non-food/drink items, room hire, furniture hire (where applicable) or gratuity charge. If the minimum spend is not achieved on food & beverage, the shortfall will be charged as a room hire. The full minimum spend and any applicable room hire fee is required seven days prior to the event (as noted above).

#### 4. Cancellation

##### 4.1 Cancellation by the client

If the event is cancelled outside six weeks' (42 days) notice of the due date the Client will be liable for a cancellation fee of £500.

If the event is cancelled less than six weeks (42 days') notice of the event date the Client will be liable for a charge of 50% of the minimum spend and 50% of the room hire (the deposit).

If the event is cancelled less than one weeks' notice of the event date the Client will be liable for a charge of 100% of the minimum spend and 100% of the room hire.

All cancellation charges will be deducted from your deposit and/or charged to the credit card supplied.

#### **4.2 Cancellation by The Ivy**

The restaurant may cancel a booking without any liability being incurred whatsoever if:

The Client becomes insolvent or enters into liquidation/receivership, is in breach of any of the terms of this agreement or the Client fails to pay the requested deposit or funds have not cleared or the restaurant is closed due to Force Majeure circumstances.

The restaurant may cancel a booking and return the client's deposit or offer another Caprice Holdings venue if:

The restaurant is closed down due to events and circumstances beyond the control of the restaurant such as: fire, mechanical or electrical breakdown, staff dispute, by order of the public authority or the restaurant resolves to refurbish the restaurant on a date which commences on, or remains ongoing on, the date of the booking.

#### **5. Capacity**

The maximum capacity of the Private Dining Room is 60 guests for a seated meal and 100 guests for a canapé reception.

#### **6. Menus and Wine**

We ask for all guests to dine from a set menu (one starter, one main course and one dessert per party). Dietary requirements will be catered for with adequate notice. All of the menus are based on seasonal availability. The wine list is subject to price and vintage changes throughout the year. Menus and wine orders are required two weeks prior to the event date. No wines, spirits, food or beverages may be brought into The Ivy unless prior consent from The Ivy has been obtained, for which a charge may be made. An appropriate amount of food must be ordered for all events as discussed with your Event Manager.

#### **7. Final Numbers**

Confirmation of the number of guests attending the event are required three working days prior to the date of the function. The client will be charged on the basis of the latest confirmed number of guests. The client guarantees the minimum spend or the minimum number will attend the event and the charges have been calculated on this basis. Any reduction in numbers as noted above may result in a renegotiation of the minimum spend/numbers or room hire.

If confirmation is not given, the Client will be charged for the number of guests stated in the most recent correspondence or the confirmed minimum number, whichever is higher. Additional guests will be accommodated where possible.

#### **8. Service Charge**

A service charge of 15% will be added to the Client's final bill on all consumable items. A minimum service charge may be applicable should the Client's numbers drop at short notice and staff have been organised to cater for the party. The service charge must be paid in full at the end of the event.

#### **9. Timings**

The Private Dining Room is available for breakfast from 08.00 (access for contacts from 07.00) until 10.30, lunch from 12.00 (access for contacts from 11.30) to 17.00 and for dinner from 18.30 (access for contacts from 18.00) to 00.30. Please note your event times outlined above. Earlier or later access may be possible, but this subject to our discretion and prior agreement.

#### **10. Flowers**

Small flower arrangements are provided for sit down events. Should a guest remove these arrangements, a charge of £60.00 per arrangement will be made.

#### **11. Cakes**

Other than celebration cakes (subject to prior approval), only food produced by The Ivy's kitchen is permitted for consumption on the premises.

#### **12. AV Equipment**

Any electronic equipment that is brought into the building must be PAT certified (Portable Appliance Tested) is the client's responsibility to ensure functionality with our equipment. We do not allow additional speakers or amplification.

#### **13. Payment**

Payment for a function, including any extra charges, must be made in full at the end of the event, including any spend above the minimum spend and service charge. We do not have the facility to create several bills. All major credit cards are accepted. We do not have the facility to offer post event invoicing.

#### **14. Value Added Tax**

Value Added Tax at the current rate is included in all prices.

#### **15. Premises and Furnishings**

The client shall be responsible to The Ivy for any damage caused to the allocated rooms or furnishings, utensils and equipment therein or to The Ivy generally by any act, default or neglect of the client or any sub-contractor, employee or guest of the client and shall pay The Ivy on demand the amount required to make good or remedy any damage. Decoration or promotional materials can be brought into The Private Dining Room at The Ivy with prior authorisation.

## 16. Outside Services

The prior consent of The Ivy must be obtained for any entertainment or services contracted for the Event by the Client, all of which must comply with any statutory codes and regulations. The Client shall indemnify The Ivy for any loss or damage resulting from the acts or omissions of such third party suppliers. Details of pre-approved suppliers, entertainment and services can be supplied by The Ivy on request.

## 17. Filming & Photography

Prior authorisation from our PR department is required for any filming or photography on the premises. Please ask the Event Manager for further details.

**I hereby agree to the terms and conditions as outlined above:**

### CLIENT DETAILS

<b>Name:</b>	_____	<b>Contact Details:</b>	_____
<b>Position:</b>	_____	<b>Company:</b>	_____
<b>Signature:</b>	_____	<b>Date:</b>	_____

### COUNTERSIGNED – THE IVY CONTACT

<b>Name:</b>	<u>Samantha Pearl</u>	<b>Contact Details:</b>	<u>spearl@caprice-holdings.co.uk</u>
<b>Position:</b>	<u>Events Manager</u>	<b>Company:</b>	<u>Caprice Holdings</u>
<b>Signature:</b>	_____	<b>Date:</b>	_____