

#### **CHRISTMAS BOOKING & CANCELLATION POLICY 2017**

### **CONFIRMATION**

To confirm a booking, a £15 deposit per person is required. Deposits must be paid in full no later than 14 days prior to the date of the booking. Failure to pay the deposit will result in your provisional booking being cancelled, and your table being released to other customers. The balance of the meal must be settled on the date of your reservation along with any drinks and extras.

### **GUEST NUMBERS**

Should your party decrease in size, we will refund the deposit in full prior to 14 days in advance of your booking. Any reduction in your party size after this date will result in a loss of your deposit. We will do our best to accommodate any increases in party size after your reservation has been confirmed but cannot guarantee that additional guests will be able to dine.

## **CANCELLATION**

Deposits are non-refundable should you cancel or move the date of a confirmed booking less than 14 days prior to your party. Additionally, should you cancel a confirmed booking on the day; we reserve the right to keep the deposit and charge fully for the chosen menu based on the number of guests anticipated.

Charges apply to both lunch and dinner reservations.

# **GRATUITY AND VAT**

An optional service charge of 10% will be added to the final bill of all parties of 8 or more.