

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)
12.00 - 17.00 <input type="checkbox"/>	Main restaurant <input type="checkbox"/>	_____
17.00 - 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)	_____

* 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, failure to reach minimum spend and damages.

Cancellation date	Terms
Over 90 days before event	Forfeit deposit
31 - 90 days before event	Forfeit deposit + 25% of minimum spend
7 - 30 days before event	Forfeit deposit + 25% of event plan spend
Less than 7 days	50% 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

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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 7 days prior to the reception (10 days if paying by cheque).
4. You will need to finalise reception details no later than 7 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, 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

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