

BOCCONCINO

TERMS AND CONDITIONS

1. Please read through the Terms & Conditions and fill in all the relevant information before signing the contract.
2. Return the form as soon as possible either by email or by post. Your booking will only be confirmed once the signed Booking Form and the payment have been received by the restaurant.
3. Bookings of 1-9 guests: Minimum spend £50 per person is required to be prepaid 72 hours before the agreed event date. Minimum spend for no shows and bookings cancelled less than 24 hours before the agreed arrival time is not refundable.
4. Bookings of 10+ guests are requested to select and pre-order from a set menu at least 72 hours beforehand. The pre-order must be selected for each guest's course(s) along with the table plan. An agreement may be made from which certain parties will be allowed to order from the set or reduced menu on the day of the event. However, this must be agreed upon by the Events Manager in writing. The set or reduced menu must be agreed upon, 72 hours prior to the event. Bookings cancelled more than 72 hours before the agreed arrival time are fully refundable. Minimum spend for no shows and bookings cancelled less than 72 hours before the agreed arrival time is not refundable.
5. Bookings cancelled more than 24 hours before the agreed arrival time are fully refundable, less than 24 hours - £40 cancellation charge will apply.
6. Please confirm the final number of guests 72 hours before the event. If the number of guests decreases from the number reflected in the Booking Form, the food and beverage minimum spend agreed upon will still apply.
7. Bottomless Brunch bookings: Bookings cancelled more than 48 hours before the agreed arrival time are fully refundable. Bookings cancelled less than 48 hours before the agreed arrival time are not refundable.
8. All deposits requested for private dining reservations are 50% of the agreed minimum spends as well as a £150 non-refundable set-up fee which must be paid in full 1 month prior the reservation date; or on the agreed date set by the Events Manager.
9. If the private dining reservation is cancelled before 10 business days to the scheduled event, the 50% deposit will be fully refunded. If cancelled less than 10 business days prior to the scheduled event, the deposit will NOT be refunded. In case of no-show or you cancelling the event 24 hours prior to the scheduled event date, you will be liable to pay the full minimum spend.
10. Deposit payments can be made via bank transfer or through the deposit page on our website only. Please note that this Booking Form needs to be completed with the credit card details.
11. If the minimum spend is not reached, the remainder of the minimum spend, as well as the 15% service charge will need to be paid on the day. The payment must be paid by cash or card only.
12. The restaurant reserves the right to charge the card listed in the Booking Form if no payment option is offered on the day.

13. Bocconcino restaurant does not accept any responsibility for loss or damage to any item of equipment, furniture or any other property brought onto the premises by the clients or their agents.
14. In case of a cancellation or no show, you will be responsible for any costs incurred by any outside entertainment organized by Bocconcino restaurant on your behalf, as per cancellation policies imposed by any entertainment company.
15. All food, beverage and room hire costs are inclusive of VAT.
16. A discretionary 15% service charge will be added to all bills including food and/or drinks.
17. The minimum spend does not include the 15% service charge. In other words, service charge cannot be calculated into a minimum spend, unless otherwise agreed by the Events Manager prior to the event.
18. Please inform us as far in advance as possible, if you or any member of your party has any allergies. Should a member of the party have an allergic reaction to any dish or beverage, and staff members were not made aware of any allergies prior to the event, Bocconcino restaurant will not be held responsible.
19. No food, wine, beer or spirits may be brought into Bocconcino restaurant by the client or client's guest for consumption on the premises unless prior consent has been obtained in writing and corkage/ additional fee has been agreed.
20. Force majeure. In the eventuality of a natural disaster (fire, flood, power cut, hurricane, etc.), where Bocconcino Restaurant should suddenly close, we will refund your deposit. However, Bocconcino is not liable to pay any compensation under these circumstances.
21. Bocconcino reserves the right to refuse admission or to remove any guest who is acting intoxicated or disorderly. The restaurant does not take responsibility. If deemed necessary, it will not be the Duty Manager's responsibility to call the Emergency Services.
22. No unauthorised photographers are allowed in the premises at any time, unless prearranged with the Events Manager. The Events Manager will need to be notified **72 hours** prior to the event. The client will need to state where the photographs will be used and seen.
23. Bocconcino restaurant must be notified of any complaints by letter or email within seven days of your event. After the stated period, it will be at the General Manager's discretion to take any complaint into consideration.
24. You will be held responsible for any damages to the furniture or fittings at Bocconcino restaurant if caused by any of the event guests.
25. Bocconcino restaurant reserves the right to change the prices of food and drinks without prior notice. Unless the prices have been stated on the final confirmation email.