

Dear Guest, thank you for your Group Booking.

Below you will find an outline of Menu & Beverage options available to you, details of our confirmation policy and terms & conditions. Please read all the following information carefully as it will form part of the contract between ourselves.

## **BOOKINGS**

When your enquiry is received you will be made aware of availability and the options available to you. On making your booking you will be allowed up to 7 days to confirm your reservation. This is done by providing valid credit/debit card details\* If this is not received within 7 days we will contact you to provide confirmation details.

Credit card details are stored in a PCI compliant 'credit card vault' by a 3rd party handler, no monies are deducted from the card prior to the booking *Please see 'Cancellations, no-shows & late arrivals' below*

\*please note we do not accept American Express.

## **MENUS**

Below is an outline of the menus available for parties of 8-16 guests. You must indicate which menu option you would like to take at the latest seven days in advance. You may make changes to menus up to seven days prior to the date, and numbers up to the day before your reservation.

If your Party is above 16 people, please contact the restaurant directly to discuss menu options.

### Group Booking Menus

We offer a choice of menus ranging from £20 - £55 per person. These are available for lunch or dinner Tuesday – Saturday. We **do not** require pre-orders.

### Set Lunch & Sunday Lunch Menus

Our daily 3 course, 5 choice lunch menu is available on the day for groups of 8-16 for Lunch Tuesday-Saturday priced from £20. Our Sunday Lunch Menu is priced at £35. **Pricing and availability is consistent with Restaurant menus. We can supply you with a 'sample menu' in advance to view but these menus are subject to daily change.**

### Special Requirements

If your group includes guests with special dietary requirements, please advise us in advance of your booking and we will of course be happy to provide suitable alternatives.

## **BEVERAGE & BAR**

Please indicate if you wish to have drinks on arrival and we will set aside a bar area for your group. Be aware that your reservation time is for dining so drinks should be taken before this time. In order to ensure timely beverage service we ask that you advise what you would like to be offered to your guests.

Wines should be ordered at the latest 7 days prior to the booking in order that we can guarantee availability, in the event that wine has not been pre-ordered you may be restricted to a house selection. Please contact us directly if you have a preference.

All beverage is charged strictly on consumption, we do not ask that you make any commitment to quantities, however please note that for stock holding purposes only a limited number of bottles of each wine may be available unless we are made aware in advance.

## **CONFIRMATION & DEPOSITS**

When we have received the required information your booking will be fully confirmed. Any change to the details provided by yourselves could result in a nominal charge or loss of your reservation in accordance with our terms and conditions.

## **TERMS & CONDITIONS**

Terms of payment - Settlement of the account will be at the conclusion of the meal without exception.

Cancellations no-shows & late arrivals

If you need to cancel your function, we require seven days notice. Notice of cancellation given less than seven days before the event will incur a cancellation charge of 55.00 per person. We require that any change in the number of guests be confirmed to us at least 24 hours prior to your function.

In the event that a confirmed booking does not arrive or a decrease in booking number, without prior notice, a no-show fee of 55.00 per person will apply.

I hope that you find the enclosed information useful. If there is anything else, please do not hesitate to contact us directly on 01892 511921.

Best regards

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