

## **Terms & Conditions** (excluding exclusive hires)

### **1. Confirmation & Deposit**

- All bookings of 7 guests or more will be required to pay a deposit of £10 per person.
- If a minimum spend applies, the full minimum spend will be required as deposit.
- Group bookings are provisional until a deposit has been paid.
- The amount of the deposit will be deducted of the final bill on the day of the reservation.

### **2. Cancellation**

- Parties of 7-24 guests: In the event of a cancellation we require 72 hours' notice for a full refund of the deposit.
- Parties of 25 guests or more: In the event of a cancellation we require 7 working days' notice for a full refund of the deposit.
- The above does not apply if the client hires a private area, in which case 15 working days' notice will be required for a full refund of the deposit.
- The deposit will be forfeited if guests do not arrive for their reservation or do not give the required notice

### **3. Numbers**

- Confirmation of numbers for a seated party is required 2 working days prior to the date of the function and 3 working days for a canapé reception.
- Parties of 25 or more or any party with a pre-order: We will charge based on the confirmed number of guests. If confirmation is not given, we will charge for the number of guests stated in the most recent correspondence.

### **4. Menus**

- Groups of up to 10 guests can choose from the A la Carte menu on the day.
- Parties of 11 guests or more will be asked to pre-order from a set menu 72 hours in advance.
- A pre-order order form needs to be filled in with the names of all guests and choices. The full pre-order is required.
- A pre-order can be waived at the Reservation Manager or at the Operations Director discretion
- Parties of 25 guests or more will be required to select a set menu (one starter, one main course, one dessert) for the entire party.
- All menus are based on seasonal availability and can change without prior notice.
- The wine list is subject to prices and vintage changes throughout the year.
- Only food produced by the Gate kitchen and drinks sold by The Gate are permitted for consumption on the premises.

### **5. Suggested Gratuity**

A discretionary service charge of 12.5% on food & beverages will be added to the bill. Service charge is divided across the entire team.

### **6. Payment**

The remaining payment must be made in full at the end of the event. All major credit cards are accepted.

### **7. Value Added Tax**

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

### **8. The Gate Property**

The Gate will charge for any items that are removed from the premises or any damages caused by the guests.