

TERMS & CONDITIONS

Please read carefully before signing.

1. All bookings are subject to the terms & conditions set out below and may only be varied in writing signed by Floridita's General Manager or Restaurant Manager.
2. The nature of the reservation, the name of the end client and the name of the person responsible for payment if different from the person making the reservation should be notified to Floridita at the time of booking. Floridita may with absolute discretion and without giving any reason refuse to accept the group should the actual nature of the event be different from that declared. An example of this is a stag or hen night booked under false pretences.
3. Floridita does not under any circumstances allow the use or supply of decorative items of any sort such as balloons, streamers, candles, confetti or any items of an offensive nature. We reserve the right to confiscate any and all such items or similar at the discretion of the Duty Manager.
3. Parties of over 8 guests may be seated at two or more separate tables allocated next to each other. Floridita allocates tables to all groups on the evening of the reservation based on final numbers. Requests for specific tables are taken into consideration, but are not guaranteed.

Parties will be advised to choose from the a la carte menu, limited menu or set menu depending on numbers. The menu must be chosen a minimum of **7 days** in advance and the groups Co-ordinator notified.

Please note: Should menu choice not be advised 72 hours ahead of the event, Floridita reserves the right to supply an appropriate menu according to availability.

Menu Choices

1 - 12 guests will dine on the A la carte menu.

13 - 22 guests will dine on Group choice menu or a Set Menu.

23 guests or more will dine on a set menu only.

5. Payment & cancellation procedures for groups:
 - A deposit of £20.00 per person is required in order to confirm a group booking. The deposit is taken on making your reservation and deducted from the final bill at the time of your booking. This deposit is **non-refundable** should your reservation be cancelled without at least 7 working days notice. For groups over 20, the deposit is non-refundable should your reservation be cancelled without at least 14 working days notice.
 - The deposit is due 72 hours after making a provisional booking. Failure to do this, could result in the booking being cancelled without notice.
 - Depending on the size of the party and date of the reservation, a further percentage of the total estimated bill may be required in advance of the booking.
6. Final Numbers:
 - Up to 7 days prior to the event, final numbers can be reduced by a maximum of 25% without incurring any penalty charges.
 - Groups of 20 and under must confirm their final numbers no later than 3 days prior to the event. Groups over 20 people must confirm their final numbers no later than 5 days in advance. Numbers given should not be less than 10% below the figures previously given.

Please note you will be charged for the final numbers confirmed.

For groups on a set or group menu you will be charged the menu price for the final numbers confirmed. A la carte bookings will be charged a £10.00 per person no-show charge - final numbers for a la carte must be confirmed by midday on the day of the reservation.

7. Confirmation:

Written confirmation and signed terms and conditions must be received in order to confirm all bookings up to 72 hours after making a provisional booking. Floridita may remove any booking without prior notice should written confirmation not be received.
8. All tables will be held for a maximum of 20 minutes after the booking time. We would ask you to please advise us if for any reason you are going to be delayed. Tables will otherwise be re-allocated in the event that other guests are waiting to be seated.
9. Should you be advised that your table has been re-booked at a given time, this is the time by which your table or tables **must** be vacated. You are welcome at that time to move into any of our bar areas. Tables may be rebooked on Thursday, Friday or Saturday evenings according to levels of business. Bookings from 9.30pm onwards will most often not be rebooked
10. Should your party be dining and seated in the restaurant after 7.30pm Thursday to Saturday, each member of your party is subject to a **£6.00 music charge**. This charge is added to your bill and refers to the live band entertainment that is provided on each of these nights.
11. 20% VAT is included in all prices. 12.5% discretionary service charge will be added to your bill.

I note the Floridita terms and conditions and agree to them (please sign and return by fax to 0207 314 4041 or post: Reservations Department, 100 Wardour Street, London, W1F 0TN

PLEASE FILL IN ALL DETAILS BELOW IN ORDER FOR US TO CONFIRM YOUR BOOKING.

Booking Details	
Booking Name	
Event Date	__ / __ / __
Total Number in Party	
Arrival Time	__ : __ am/pm

Guest Details	
Name on Card	
Address * line 1	
Address line 2	
City	
Postcode	
Contact Telephone 1	
Contact Telephone 2	
Email address	

* This must be the address to which the statement is sent i.e. the address that the bank has on file. If no house number is given, the digit '0' to be used.

Card Details	
Credit Card Type	Visa / Master / Amex / Maestro / Diners / JCB
Number (long no.)	
Issue No. / Valid From	
Expiry Date (mm/yy)	__ / __
Security Code *	___
Number of guests	
Deposit Amount (min. £20 per person)	£ __ __ __ . __ __
Signature**	
Dated	

* The Security Code is the LAST THREE DIGITS of the SIX DIGIT code on the BACK of the card where the signature is, except Amex, where it is a four digit printed (not raised) code on the front of the card.

** By appending your signature to this document you are agreeing to the above terms and conditions.

Once completed this form needs to be faxed, sent or e-mailed to the details below. To check we have received this form, please give us a call.

Please do not hesitate to contact me should you have any queries.

Regards,

Reservations Department | 100 Wardour Street | Soho | London | W1F 0TN

info@floriditalondon.com

Tel: 0207 314 4000 Fax: 020 7314 4041