

# The Alex Brasserie

## Booking Terms & Conditions



**Bookings** - We take event bookings for a rolling 12 months ahead.

**Maximum number of people** - Sit down event 80, Standing event 120.

**Non-Refundable Deposits** - Room hire is the deposit. Any booking is provisional until a deposit is received, only upon receipt of payment is the reservation confirmed.

**Final Payments** - Full payment of the outstanding balance is required 14 days prior to the event.

No promotional offers can be used towards payment. Payment to be made in one sum. Weddings or large corporate events are to be settled in full one month prior to the event.

**Function Menus** - we can only provide one menu per event. If choosing the two course function menu, the entire party must select the same two courses, i.e. it must be either a starter and main or main and dessert.

**Pre-orders** - All food is to be pre-ordered a minimum of 14 days prior to the event for all menus, with any special dietary requirements agreed. Any subsequent changes to numbers or details are at our discretion and may be charged for.

**Optional service charge** - 12.5% will be added to all bills. It is not applied to room hire. All service charge is shared amongst all front of house and kitchen staff.

**Room Hire Charges** apply to cover cleaning, admin. and room preparation etc. Friday and Saturday evenings £250 without food, £150 with food. Any other time £100. Minimum number of people for whom we will open the bar is 30. Smaller numbers possible by arrangement.

**Open Bar** - We can provide an open bar (free to your guests) on payment of an agreed deposit. The bar tab must be settled on the night (unless by prior arrangement).

**Pre-ordered drinks** - You can pre-order wines for the table, aperitifs on arrival etc. Unopened bottles will not be charged for.

**Corkage** - You may bring your own wines but corkage charges apply per bottle : Wine £10, Prosecco or Cava £15, Champagne £25.

**Cake** - You may bring a celebratory cake. You may not provide your own cake in place of the dessert on a 3 course menu.

**Decorations** - No confetti, party poppers, glitter or similar are to be brought into the venue. We offer standard table decoration free of charge (streamers and napkins) for sit down meals. Should you require further decoration; flowers, balloons, etc, you can organise this yourself but it must be set up and removed on the day of the event, by prior arrangement.

**Music** - Our resident D.J. Lee can be booked for events ([www.djleejentertainments.co.uk](http://www.djleejentertainments.co.uk)), subject to availability. We can assist with other live music contacts. Any other music you wish to provide is subject to our approval as suitable for the venue.

**Café Bar** - under 18's are not permitted in the Café Bar after 9.30pm. No time restriction in The Brasserie for under 18's