



Thank you for your reservation; we look forward to welcoming you & your guests to The Commonwealth Kitchen. In order to assist us with the organisation of your event, I would be grateful if you would supply the following information.

Who will be hosting the event? Please ask the host to make herself / himself known to the manager on arrival.

Host's Name: _____ Date of event: _____

E-mail: _____ Contact Number: _____

At what time are the guests arriving and how many will be attending (including host)? Please note that we require final confirmation of numbers 48 hours prior to the event.

Time of arrival: _____ Total number in party _____

Please confirm who will be settling the bill on the day and supply credit card details as a guarantee.

Name: _____ Credit Card No: _____

Exp Date: _____ Security Code: (the last three digits on the back of the card): _____

If your party is between 15 & 20, please note your menu choice here.

Starter: _____ Main Course: _____
Dessert: _____ Dietary Requirements if any: _____

Would you like a cheese course to be added to the menu? (A supplement of £7.00 pp would apply)

YES / NO

Would you like place cards or a table plan? (There is a charge of £1.00 per place card for this service)

YES / NO _____ Please forward plan with appropriate names where applicable.

Would you like the printed menu to be with or without prices?

WITH/WITHOUT

Would you like a cake made specifically for the occasion?

YES / NO

There will be a charge for this of £7.50 per person. Please indicate below if you have preference for the type of cake & if there is any specific wording that you may like written on the cake?

TERMS AND CONDITIONS

Terms:

All large bookings are held for 48 hours and will be released if confirmation has not been received.

Numbers:

Final chargeable numbers are required 48 hours prior to the date of the reservation. Please note that in the event that your numbers reduce after this time, the restaurant reserves the right to charge for the numbers confirmed. In the case of an increase in numbers, we will charge for the number of guests at the table.

Payment:

We require full credit card details at the time of confirming your reservation. Unless otherwise agreed in writing by Searcys accounts department, payment must be made in full on the day of the reservation.

Service Charge:

A 12.5% discretionary service charge is added to all restaurant bills. All prices are inclusive of VAT at the prevailing rate.

Cancellation:

If your reservation is cancelled with less than 48 hours notice, then a cancellation fee of £15 per person will be charged to your credit card.

Availability:

Please note that if wine becomes unavailable at short notice we will contact you immediately to propose an alternative for your consideration. Please note that vintages may change.

Menus:

Groups of 9 – 14 guests – either the Market Menu or a reduced choice from our daily A La Carte menu is available.. The latter is decided by the chef on the day and consists of 3 starters, 3 main course and 3 desserts. Guests may chose on arrival.

Groups of 15 - 20 guests – The same menu options are available but the host must select the same starter, main course and dessert for the full group.

Please note that vegetarian and special dietary requirements can be accommodated with prior notice.

Menus are subject to seasonal changes.

I accept the above terms and conditions and confirm that all booking details are correct.

Name :

Signed :

Date :