



**OPUS RESTAURANT TERMS AND CONDITIONS PRIVATE DINING & GROUP BOOKINGS 2017**

- **CONFIRMATION OF BOOKING:** Bookings are confirmed once we have advised you in writing that we have received your signed Terms & Conditions.
- **CANCELLATION:** We must have at least 3 working days (bank holidays not included) **written** notice of any cancellation. Should you cancel your event with less notice or your numbers reduce, you will be liable for a charge of £37.50 per person.
- **NUMBER OF GUESTS:** You must provide us with **48 hours** notice of any alteration to the number of people booked. We will charge for the full number of people booked if we have not been provided with this notice. **For groups below 12 there is a £75.00 per hour room hire charge (Boardroom excluded).**
- **ALLERGEN ADVICE:** As per Food Allergen Legislation Act 2014, you are required to advise on allergen details for any guests attending an event.
- **BILL:** *Your bill must be settled in full at the end of the meal.*
- **AVAILABILITY:** If certain dishes and wines become unavailable at short notice we will contact you immediately to propose an alternative for your consideration.
- **WINES & SPIRITS:** Only wines and spirits supplied by Opus are permitted for consumption on the premises.
- **AUDIO VISUAL:** We have a screen (6'x6') for hire cost **£15.00**, Projector for hire cost **£25.00** and a microphone for hire cost **£75.00**, if you wish to patch in to our audio system for presentations from your laptop there is a charge of **£10.00**.
- **PRICES:** The prices quoted include VAT and are subject to change due to market influences but **do not include a service charge at 12.5%.**
- **LOSS OR DAMAGE:** Opus Restaurant does not accept responsibility for loss or damage of any item or other property brought onto the premises by clients or their guests. Any damage caused to Opus Restaurant property will be charged for.
- **CLUB OPUS CARD:** The Club Opus card cannot be used for functions in the private rooms, group bookings over 15 people or for exclusive functions.

Please ensure that these Terms & Conditions are read & signed by someone authorised to make payment. Once signed, you are agreeing to our Terms and Conditions

<b>SIGNED :</b>	
<b>PRINT NAME IN BLOCK CAPITALS:</b>	
<b>DATE OF EVENT :</b>	
<b>BREAKFAST/ LUNCH/ DINNER</b>	<b>ARRIVAL TIME: SEATING:</b>
<b>COMPANY/ ORGANISATION :</b>	

**Please note there are separate Terms and Conditions for bookings during December**

These Terms & Conditions supersede all previous documents as of 01.01.16