



Terms and Conditions

1 Confirmation of order and deposit

- a In order to confirm a booking, signed terms and conditions together with a deposit (50% of the estimated catering invoice) must be returned to Banquet Soho and received within two weeks of the issue of the confirmation of order.
- b Provisional bookings will be held for a maximum of two weeks from the date of reservation.
- c Confirmed prices will be quoted and fixed for 14 days prior to the function.
- d Tastings are free of charge if the job is confirmed, otherwise we charge £40.

2 Conditions of Sale

- a Your deposit of 50% is refundable and is due upon confirmation of order. The estimated final balance is due two weeks prior to your event in the form of a cheque, cash or credit card. A 2.5% surcharge will be added to your bill if payment is made by credit card. Please allow 5 working days for a cheque to clear. Cancellations will only be accepted in writing and charges are as follows:
 - i 14 days or more to the event, Banquet Soho will return the deposit in full.
 - ii 7 to 14 days prior to the event, the cancellation fee will be 50% of the total value of the event.
 - iii 3 to 7 days prior to the event, the cancellation fee will be 100% of the total event
 - iv Banquet Soho may, at their discretion, waive all or part these fees.
- b Payment should be made in Sterling. Banquet Soho cannot accept payments made by American Express or Diner's cards. Prices may change due to market fluctuations.
- c There is currently no VAT on menu and beverage prices and subject to change.
- d Banquet Soho provides a wide range of china, silverware, stemware, and specialty linens. We work with a variety of companies who provide marquee hire, linen, silverware and stemware. When hire is required we place the order on your behalf. Please note that when the order is placed it is subject to the hirers trading terms. Damage or loss lies outside Banquet Soho control and additional charges will apply.
- e Bookings are finalised only when confirmation is received from BANQUET SOHO.

- f BANQUET SOHO confirms that they have and will maintain sufficient Public Liability Insurance for events of the nature of the booking.

3 Catering and Charges

- a BANQUET SOHO is the sole caterer and will provide all food and beverage requirements subject to agreement in advance.
- b BANQUET SOHO cannot guarantee that every wine and vintage from our own list will be available at all times, but will always endeavour to match unavailable wines with a comparable product and price.
- c Final catering numbers and details are required in writing no less than 3 working days prior to the event. If numbers increase BANQUET SOHO will endeavour to accommodate the extra guests however this cannot be guaranteed.
- d BANQUET SOHO does not operate a cash bar for events.

4 Staffing and Charges

- a Staff are charged at the hourly rate, each with a four hour minimum. Head stewards are included in a set up prior to the occasion after this there is a charge at the hourly rate, also for a minimum four hour period.
- b For buffet style receptions we suggest one waiter per 15 guests; for sit-down dinners, one waiter per 10 guests and a porter.
- c A chef and head steward for set up is required at all times. Chef and head steward (see for a) on site and delivery within the M25 are included.

5 Press and Media

- a Any press or media attendance or involvement in the event must be clearly communicated in detail to BANQUET SOHO at the time of booking.

6 Invitations

- a Any use of BANQUET SOHO logo and images on invitations must be submitted for approval.
- b BANQUET SOHO logo is available for use on all invitations. This will be provided electronically.