

BOOKING TERMS & CONDITIONS



PING PONG:

**For every 2 tables booked we need 24 hour notice.
(i.e. 2 tables = 24 hours, 4 tables = 48 hours)**

You will be charged for the cost of the entire booking if you do not adhere to the above policy. If number of guests decrease from the original number booked, the number of tables and amount of table time will be adjusted in adherence to the booking policy of 6 people per table per hour.

RESTAURANT:

24 hours notice is required for 5 or less people, 48 hours for 6 or more.

You will be charged £10 per head if you do not adhere to the above policy.

PRE-ORDERED FOOD & BEVERAGE:

Final numbers and full payment for any pre-ordered food and beverage is required at least 48 hours prior to the booking. This will be the minimum charged for. If the order is cancelled or amended prior to the 48 hours, we will redirect the spend to be redeemed against the bill on the night, redeemed as credit for a later date, or provide full refund upon request. If the order is reduced or cancelled less than 48 hours prior to the event, all monies will be forfeited.

GAMES GURU BOOKING:

Once availability for a Games Guru is confirmed by the Reservations team, full payment is required immediately. Final numbers must be confirmed at least 7 days prior to the booking. This will be the guaranteed minimum number charged for. If numbers decrease, or the Games Guru booking is cancelled prior to the 7 days, we will redirect the spend to be redeemed against the bill on the night, or provide full refund upon request. If numbers decrease or the Games Guru booking is cancelled less than 7 days before the event, the paid funds will be forfeited.

THE GALLERY (FARRINGDON):

A non-refundable deposit in the form of a hire fee is required to secure the booking. The £1,000 spend, plus full payment for any supplements is required at least 7 days prior to the booking. In the case of a cancellation, a refund for any paid funds (not including the deposit) can be requested up until 7 days before the booking. If the event is cancelled less than 7 days prior to the booking, all monies will be forfeited.

THE SHORE/DITCH (OLD STREET):

A non-refundable deposit in the form of a hire fee is required to secure the booking. The £1,350 spend, plus full payment for any supplements is required at least 7 days prior to the booking. In the case of a cancellation, a refund for any paid funds (not including the deposit) can be requested up until 7 days before the booking. If the event is cancelled less than 7 days prior to the booking, all monies will be forfeited.

CONTACT

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