

Please read through the Terms and conditions and complete this form to confirm your booking.
To confirm your provisional reservation please return completed booking form with 7 working days of your provisional enquiry.

TYPE OF EVENT:

HOST:

POSITION WITHIN COMPANY:

ORGANIZER:

POSITION WITHIN COMPANY:

NAME OF THE COMPANY:

ADDRESS OF THE COMPANY:

TELEPHONE NO:

FAX NO:

EMAIL:

SUBSCRIBE TO GUINEA NEWSLETTER: YES / NO

DATE OF FUNCTION:

NUMBER OF GUESTS EXPECTED:

LUNCH / DINNER (circle the appropriate)

ARRIVING AT:

SITTING DOWN AT:

Confirmation of final numbers is required 24 hours prior the function. The final confirmed number is the minimum number of guests you will be charged for.

CREDIT CARD DETAILS ARE REQUIRED TO CONFIRM YOUR RESERVATION.

CC TYPE:

CC NUMBER:

EXPIRY DATE:

VALID FROM:

ISSUE NO:

SECURITY NO:

PRE-FUNCTION DRINKS: (circle the appropriate)

CHAMPAGNE

JUGS OF PIMMS

JUGS OF BEER

PRIVATE BAR

PUBLIC BAR

APPETIZERS: (circle the appropriate)

(£3pp) CANAPES

(£1.50pp) OLIVES

(£1.50pp) CHEESE STRAWS

MENU SELECTION: (circle the appropriate)

MENU OF THE MONTH

3 COURSE PIE MENU

A LA CARTE

2 COURSE PIE MENU (lunch only)

OTHER:

WINE SELECTION:

WHITE WINE BIN NO:

RED WINE BIN NO:

LIQUERS:

ROOM SET-UP REQUIREMENTS:

TABLE PLAN REQUIRED:

NAME CARDS REQUIRED:

SPECIAL DIETARY REQUIREMENTS:

ACCESSIBILITY REQUIREMENTS:

No reservation will be confirmed without credit card details and signed booking form. Receipt of this form filled in by you acknowledges you accept these conditions.

NAME IN PRINT / SIGNATURE:

DATE:

THE GUINEA GRILL

30 BRUTON PLACE, MAYFAIR W1J 6NL

T: 020 7409 1728; F: 020 7491 1442

guinea@youngs.co.uk www.theguinea.co.uk

MENUS

1. All menu prices are inclusive of VAT at the standard rate
2. All menu prices are subject to 12.5% service charge
3. **Menu Options**

JANUARY – 21st NOVEMBER, 2009

- i. Limited A La Carte is available for parties of 14 or less
- ii. Menu of the Month – Choice Menu Lunch £42.50
- iii. Menu of the Month – Choice Menu Dinner £42.50
- iv. Set Banqueting Menu

23rd NOVEMBER, 2009 – DECEMBER (CHRISTMAS)

- i. December Choice Menu
- ii. Christmas Beef Menu
- iii. Christmas Turkey Menu

4. Please note that any parties in the week commencing 23rd November, 2009 are classified as Christmas parties and will be required to choose one of the menus above
5. Only one of the above menus is to be chosen per group

ROOM HIRE

JANUARY – 27th NOVEMBER, 2010

Minimum number for hire of Boardroom		8 Persons
Lunch Parties	Minimum 8	No Room Hire Charge
Dinner Parties	12 people and above	No Room Hire Charge
	Less than 12 persons	£50.00 per person below 12 Room Hire Charge

29th NOVEMBER, 2010 – DECEMBER 2010

Lunch and Dinner Parties	16 people and above	No Room Hire Charge
1.	No party will be confirmed for less than 16 persons.	
2.	If final numbers are less than 16, a charge of £50.00 per person below 16 is applicable	

ROOM HIRE TIMES

JANUARY – 27th NOVEMBER, 2010

Lunch:	12:30 – 17:00
Dinner:	18:00 – 24:00

29th NOVEMBER, 2010 – DECEMBER 2010

Lunch:	12:00 – 17:00
Dinner:	18:30 – 24:00

LUNCH TIME MEETINGS/ DAY DELEGATE PACKAGE

1. £50.00 per person
2. A 12.5% Service Charge will be added to the final bill
3. Package Includes:
 - Private Boardroom
 - Internet Access
 - Flipchart
 - Screen
 - Continuous Tea & Coffee
 - 3 Course Lunch
4. Availability:
 - Monday to Friday
 - 09:00 – 17:00
 - Not available from 29th November to 24th December 2010
5. Capacity:
 - Minimum 8 delegates / Maximum 22 delegates

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CONFIRMATION

6. All bookings are treated provisional until a completed booking form including credit/debit card details has been received.
7. Confirmation of final numbers is required 24 hours in advance
8. This confirmed number is the minimum number for which you will be charged

CANCELLATION

JANUARY – 27th NOVEMBER, 2010

1. 0-14 Days prior to the function - £500.00 cancellation fee is applicable

29th NOVEMBER, 2010 – DECEMBER 2010

1. 14 – 28 Days prior to the function - £500.00 cancellation fee is applicable
2. 0 – 14 Days prior to the function - £800.00 cancellation fee is applicable

BILL PAYMENT

1. Bills must be settled at the end of the event
2. Settlement can be either by personal or company credit card or by company cheque.
3. **The Guinea will only accept a maximum of 3 credit/debit cards against a single bill.**

DAMAGE OR LOSS

The Guinea will make a charge for excessive damage or breakages.

PRICES

1. The Guinea reserves the right to change prices currently stated
2. Prices quoted at the time of booking will be honoured.

PLEASE NOTE

1. As per the Liquor Licensing Law, members of The Guinea staff will be unable to serve liquor to any intoxicated person either in the Bar or in The Boardroom
2. The Guinea reserves the right to refuse entry into the premises of any members of any party who are intoxicated.
3. if such a situation arises and the function is cancelled, it will be treated as a late cancellation and the following charges will apply:

JANUARY – 27th NOVEMBER, 2010 -	£500.00
29th NOVEMBER, 2010 – DECEMBER 2010 -	£800.00

PLEASE SIGN BELOW TO CONFIRM YOU HAVE READ THE ABOVE TERMS AND CONDITIONS

NAME:

SIGNATURE:

DATE:

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