

DEL VILLAGGIO ITALIAN RESTAURANT GROUP BOOKING RESERVATION FORM

Del Villaggio

A True Taste of Italia

For 10 or more people in the Restaurant.

To secure your booking please return this form by email to info@del-villaggio.co.uk.
Upon receipt of this form you will be contacted to confirm your booking.

Contact Name _____

Booking/Company Name _____

Phone Number _____ Mobile Number _____

Email Address _____

Host Name _____

Date of Booking _____ Time of Booking _____

Total Number of Guests _____ Number of Adults _____ Number of under 11 _____

Set Menu 1

Set Menu 2

Set Menu 3

Ala-Carte Menu

Dietary or allergy requirements _____

Vegetarian requirements _____

We understand the menu may change due to produce availability.

Signature _____

Date _____

Deposit Paid? Yes / No

Deposit Amount Paid _____

£5 deposit per person is required to secure the booking. A cancellation fee of £10.00 per person will be charged if the booking does not show or is cancelled with less than 24 hours notice. We require confirmation of final numbers 48 hours prior to the booking. The booking will incur 10% service charge for parties of 5 or more.

Del Villaggio Italian Restaurant Group Bookings Terms and Conditions

Payment

All bookings are regarded as provisional until Del Villaggio has received full payment of the deposit. A deposit of £10.00 per person for groups of 10 or more will be required to secure the reservation. This total will then be deducted from the final bill. Full pre-payment at time of booking may be required for special occasion bookings such as Valentines Day, Christmas Day & New Years Eve, this will be advised at time of booking and on our website.

How to pay your deposit

Your total deposit must be paid in one transaction:

- By cash, in person to Del Villaggio. Do not send cash in the post.
- By credit or debit card (over the phone or in person).
- Sorry, we cannot accept cheques, AMEX or payment after the date of your booking.

Private Venue Hire

For exclusive hire of the Private Venue, a £300 deposit will be required to secure a reservation for your own private function. This deposit will be redeemed against your final bill.

Del Villaggio applies a 'minimum spend' for exclusive use of part of the restaurant as a Private Venue. The 'minimum spend' is the least amount of money a party must spend for exclusive use. The minimum spend is £500. Should the minimum spend be met, then your deposit will be redeemed in full. Should you fail to meet the minimum spend then deposit monies will be retained to the value of the shortfall against the agreed minimum.

Cancellation Policy

If you need to cancel your booking you must notify the Del Villaggio straightaway.

If you cancel your booking and give more than 48 hours' notice your deposit will be returned in full.

If you cancel your booking and give less than 48 hours' notice your deposit will be retained.

If you wish to reschedule your booking to a later date and give more than 48 hours' notice, your deposit can be transferred to that booking.

Confirming numbers

You are advised to keep us informed of any change in numbers (regardless of how small).

In the event that the confirmed numbers in your party reduce by 10% or more without at least 24hrs notice, the Del Villaggio reserves the right to forfeit all deposits above the 10% reduction.

By way of illustration...:

If your booking is confirmed for 20 but only 18 turn up then your full deposit will be refunded, however, if your booking is confirmed for 20 but only 15 turn up then you will forfeit the deposit for 3 people (£15).

Service Charge

A service charge of 10% will be applied to the final bill for all group bookings.

Timing

The restaurant will not be held responsible should all guests not be punctual in arriving or being seated or if any other interference beyond the control of the restaurant does not permit us to commence service at the reserved time.

Seasonal Menu & Price Changes

The menus provided are subject to seasonal changes. Where possible we will aim to meet all clients' individual dietary needs, however we can not guarantee that this can always be provided. We will also endeavour to maintain prices as originally quoted; however, they may change without notice. For larger groups menu confirmation is required a minimum of 48 hours prior to your booking.

Wine

To pre-order wine please request a full wine list and give 48 hours notice to ensure delivery.

Responsible Service of Alcohol

Clients will be responsible to ensure the orderly behaviour of their guests and we reserve the right to intervene where we deem appropriate. The responsible service of alcohol and related laws will be enforced during the event. All food and beverage must be consumed on our licensed premises.

Indemnity and Damages

The client will acknowledge responsibility for the conduct of their guests and agree to indemnify Del Villaggio for any liability, loss claim or proceedings in respect of any loss or damage to property or equipment caused by their guests. Del Villaggio reserves the right to retain deposit monies should there be any damage caused to fixtures or fittings by any member of your party.

Security

Under no condition does Del Villaggio take responsibility for any items brought by the client into the restaurant. It is the clients' responsibility to ensure the security of their equipment and their guests' possessions while on the premises.

Emergencies

This agreement may be cancelled by Del Villaggio at any time if there exists an emergency or threat of danger to any person.

Other information

1. We will only hold tables for up to 15 minutes after booking time, if you have not arrived or called to let us know you're running late, we reserve the right to release your table.
2. Please inform us of any special requirements and we will endeavor to meet them.
3. For the most up to date menu, please refer to our menu. All of our dishes are freshly cooked. Main courses will take up to 25 minutes to cook. Gluten free dishes are available. Please ask your server.
4. A service charge of 10% will be added to your bill for parties of 8 or more.
5. Some of our menu items contain allergens, including peanuts and other nuts, sesame, cereals containing gluten, eggs, milk, mustard, celery, fish, soya, molluscs, crustacean, lupin and sulphur dioxide/sulphites. Please ask a member of staff for more information.
6. All parmesan cheeses is made using animal rennet so is not deemed to be suitable for vegetarian
7. Del Villaggio reserves the right to cancel your booking at any time with or without prior notice.