



Duck & Waffle

DUCK & WAFFLE LONDON PRIVATE DINING TERMS AND CONDITIONS

Private Dining Bookings are subject to the Terms & Conditions as set out below.

By proceeding with the deposit payment, you are accepting and agreeing to these Terms & Conditions.

Any requested changes or revisions must be accepted in writing by the Events Manager.

BOOKING POLICY

1. **MINIMUM SPEND** – We offer our private dining room for parties of up to 16 guests with a food and beverage minimum spend inclusive of VAT and exclusive of service charge 13.5%. The rate differs dependant on time and day of the week. Minimum spends differ throughout Christmas and on special events.

- Breakfast Monday to Friday – £350.00
- Lunch Monday to Friday - £750.00
- Dinner Monday to Friday - £1500.00 / Saturday and Sunday £1000.00
- Brunch Saturday and Sunday - £500.00
- Late Night Monday to Sunday - £350.00

2. **DEPOSIT** - In order to secure your reservation, Duck & Waffle requires the full food and beverage minimum spend as a deposit. This amount will then be deducted from your final bill on the day of your reservation.
3. **DINING MENUS** - Our group and private dining menus have been designed by our Executive Chef for parties of 9 guests and over to showcase our signature dishes from the main menu, whilst maintaining speed and quality of service. We require the menu choice for your party a minimum of 7 days in advance, along with any specific dietary requirements or allergies.
4. **FINAL NUMBERS** - Final guest numbers are required no later than 72 hours in advance of the booking. Please note you will be charged the full menu price for the final numbers confirmed.

OTHER

5. In the unfortunate circumstances that you need to cancel the confirmed booking Duck & Waffle's cancellation policy is as follows. Cancellation must be advised in writing to the Duck & Waffle Events Team.
 - Greater than 14 days in advance of the event – no fee will be charged; full deposit returned.
 - 14 days and less in advance of event – 50% deposit forfeited.
 - 7 days and less of the event – 100% deposit forfeited.
6. Should the venue be ordered to close by the local authority due to a local or national pandemic, the deposit will be held and carried over to a future date.
7. Your table will be held for 20 minutes after your reservation time at which point the table may be offered to another party. Please take note of the return time applicable to your party as the table may be re-booked later in the day.
8. Duck & Waffle requests advance notice for the use or supply of decorative items. These items must be approved in advance by the Events Manager in order to be admitted. This includes flowers, balloons, streamers, candles, confetti or any items of such nature. Duck & Waffle prohibits all types of fancy dress or costume attire.
9. Any proposed event photography must be pre-approved. No professional cameras are permitted without prior written consent.
10. For the safety of our staff and guests, Duck & Waffle reserves the right to coordinate security measures as appropriate. This includes bag checks on entrance and the use of CCTV throughout our venues.
11. VAT is included in all prices. A 13.5% discretionary service charge will be added to your bill.

Should you have any questions about these booking terms and conditions please speak to a member of the events team +44 203 640 7334.

We look forward to welcoming you to Duck & Waffle.