



## Terms and conditions of booking a Private Dinner Function

1. Provisional bookings will be held for one week, after which bookings will be automatically released unless confirmation has been received. A Credit Card is required to secure confirmation.
2. Each guest's choice of menu, with final details, are required at least 7 days prior to the function.
3. Final numbers for all functions should be confirmed 48 hours before the event and these will be the minimum numbers for which you will be charged.
4. No food or beverages are to be brought onto the premises by the client or their guests, unless pre arranged with Rayanne House.
5. A 10% Service charge is added to the final bill.

## Cancellation policy

1. There is no cancellation fee provided the function is cancelled in writing not less than 1 weeks prior to the event
2. Cancellation received less than 1 week prior to the event will incur a cancellation fee of :
  - 10-15 people £ 150.00
  - 15-25 people £ 250.00
  - 25-36 people £ 300.00

### 3. Third Party Bookings

When a private party is reserved by a third party and credit card details are supplied any cancellation charges automatically become the responsibility of the third party.