



2 Putney High Street, London SW15 1SL
T. 020 8780 2920 E. info@putneypies.co.uk

Terms and Conditions for Private Events

All bookings for Private Events are subject to the following terms and conditions:

Confirmation of Booking

Putney Pies must receive the attached booking form, which will in turn act as confirmation of your booking; until this is received the booking will be treated as provisional. If any section of the form is incomplete bookings will not be deemed as confirmed.

All menus, wines, spirits and cocktails are subject to availability. If the chosen item is not available we will endeavour to find a suitable alternative agreeable with the client. Menu listings and prices are subject to change.

All prices quoted for food and beverages are subject to change but are inclusive of V.A.T at 20%.

12.5% service charge will be added to your final bill on any bookings of 6 people and more. A table deposit will be required upon confirmation of booking.

Final Numbers

Putney Pies requires confirmed numbers for food, 7 **working days** prior to the event. This number will be considered the guaranteed minimum and will be charged for.

Cancellation Policy

Putney Pies retains the right to charge a cancellation fee of the cost of the confirmed food requirements and the agreed minimum spends if 1 weeks' notice is not given prior to the event.

The Client is responsible for the orderly conduct of the guests attending the event. They will be bound by Putney Pies rules, which are available upon request.

Property

Putney Pies cannot store or take responsibility for any equipment/products that may be used in conjunction with a private event. Any property brought to a private event remains the responsibility of the owner. The Venue will not be liable for any property left behind after a private event. **All gifts must be taken with the client at the end of the night. If not otherwise prior arranged.**

Putney Pies operates a zero tolerance drug policy and anyone found in possession of suspected illegal substances will be dealt with by the police. It is our policy to conduct random bag searches. Anyone found in pairs in the toilets will be asked to immediately leave the premises.



Please return a signed copy of this booking form to:
 2 Putney High Street, London SW15 1SL
 T. 020 8780 2920 E. info@putneypies.co.uk

Today's Date:		Event Name:	
Event Date:		Company Name:	
Room/Table Booked:		Contact Name:	
Number of people:		Contact Email:	
Start Time:		Contact Tel:	
Dinner Time:		Arrival Drinks choice:	
Departure Time:		Special Dietary Requests:	
Menu Selection:		Wine Selections:	

Please confirm agreed rates below:

Venue Hire:		Equipment Hire:	
Minimum Spend:		Additional costs:	

We do not invoice for events at Putney Pies
 Card details are taken in order to secure bookings

CREDIT CARD NUMBER

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EXPIRY DATE

SECURITY CODE

ISSUE NUMBER

No money will be charged without clients consent.



CARD TYPE

BILLING ADDRESS OF CARD

SIGNATURE

No money will be charged without clients consent.