



2024 Swanston Brasserie Event Booking Form

Personal details

Event organiser:

Date of enquiry:

Contact telephone number:

Email address:

Address:

Post Code:

Booking details

Type of event:

(Wedding, anniversary, birthday)

Date of event:

Arrival time:

Number of guests:

Initial details / requirements

Conditions for exclusive use of Swanston Brasserie:

- **£300.00 Exclusive Use fee.**
- **£1,200.00 minimum pre-ordered food delivered from our kitchen.**
- **£500.00 Minimum pre-ordered wines / arrival drinks etc.**
- **Minimum numbers for Exclusive use are 50 guests.**
- **Capacity is 70 for a seated meal with dance floor and lounge area.**
- **2 course set menus from £26.00 per person.**
- **3 course set menus from £33.00 per person.**
- **Finger buffet from £13.50 per person.**
- **1 course fork buffet from £17.00 per person.**



Event booking Terms and Conditions

After discussing event requirements with Swanston Brasserie ('SB') staff any available date can be provisionally reserved for a maximum of 21 days.

A non-refundable £500 deposit will be required to secure the agreed date within the 21 days. If no deposit has been cleared within this time the date will be released for re-sale.

A further payment of 50% of the estimated total cost will be required no less than 1 month prior to the event.

Final numbers are required no less than 10 days before the event at which time the remaining balance will be required. Full payment must be secured no later than 1 week prior to the event.

Pre-orders:

Any event which has an agreed food / drink pre-order will need to be submitted with final payment no less than 1 week prior to the event. There will be costs incurred for any alterations made less than 1 week prior to the event.

Cancellations:

All deposits and advance payments secured against an event are non-refundable (we keep payment times as late as possible so all decisions are correct prior to money changing hands. You will appreciate how difficult it is to re-sell event space and catering with less than 1 week's notice.)

If SB cancels an event:

Occasionally SB may have to cancel or postpone an event. If a cancellation takes place SB will use reasonable endeavours to notify all customers who are booked. SB will refund your event fee or transfer your booking to another date. Unfortunately SB will not be able to refund travel or accommodation expenses or other costs incurred by you. Please note that cancelling SB events is thankfully very rare.

I have read and understand the Terms and Conditions:

Signed _____ **Date** _____