

# SUSHISAMBA®

## GROUP BOOKING TERMS AND CONDITIONS

Group 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 Director.

### BOOKING POLICY

1. **DEPOSIT** - In order to secure your reservation, **SUSHISAMBA** requires a holding deposit of £50.00 per person. This deposit is required within 48 hours of making the booking and will be deducted from your final bill on the day of your reservation. Should a deposit not be received within this time, the table may be released.
2. **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.
3. **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

4. In the unfortunate circumstances that you need to cancel the confirmed booking **SUSHISAMBA's** cancellation policy is as follows. Cancellation must be advised in writing to the **SUSHISAMBA** 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.
5. 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.
6. **SUSHISAMBA** requests advance notice for the use or supply of decorative items. These items must be approved in advance by the Event Director in order to be admitted. This includes flowers, balloons, streamers, candles, confetti or any items of such nature. **SUSHISAMBA** prohibits all types of fancy dress or costume attire.
7. Any proposed event photography must be pre-approved. No professional cameras are permitted without prior written consent.
8. For the safety of our staff and guests, **SUSHISAMBA** reserves the right to coordinate security measures as appropriate. This includes bag checks on entrance and the use of CCTV throughout our venues.
9. 20% VAT is included in all prices. A 13.5% discretionary service charge will be added to your bill.
10. All group dining tables are assigned on the day of the booking subject to availability. Whilst we are happy to take requests, these cannot be guaranteed.

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

We look forward to welcoming you to **SUSHISAMBA**.

**SUSHISAMBA** City (Samba London Ltd): Events team: +44 203 640 7340

**SUSHISAMBA** Covent Garden (Samba Covent Garden Ltd): Events team: +44 203 053 0040

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