

# SUSHISAMBA®

## Private Dining Room Booking Terms & Conditions

Thank you for choosing **SUSHISAMBA** London for your upcoming reservation.

All private dining bookings at **SUSHISAMBA** London are subject to the Terms & Conditions set out below and any requested changes or revisions must be accepted in writing and approved by either the General or Events Manager.

### Steps to confirm your booking

1. Please complete the deposit form below for the full minimum spend agreed and send to our events team at the email address: [londonevents@SUSHISAMBA.com](mailto:londonevents@SUSHISAMBA.com). Once processed we will send a copy of the receipt for your records.
2. We have sent the menus to you on making the booking and so for those with a choice of menu, please inform our team accordingly. Please also advise of your guests specific dietary requirements.
3. We recommend pre-selecting wine, water and beverage for the table as this enables us to offer a larger selection and have everything ready for your arrival.
4. Once the booking has been confirmed and the details arranged, our team will send over a function schedule detailing your booking with us. We kindly ask for you to check the details and notify us of any changes. Once approved, please sign and return the form to confirm all is in order.
5. Please do let us know if there is anything additional we can organise to make your booking with us more special. Otherwise we look forward to welcoming you to **SUSHISAMBA** London.

### Terms and Conditions:

1. In order to secure your booking, **SUSHISAMBA** London requires the full minimum spend inclusive VAT as a deposit. Failure to do so may result in the booking being cancelled without notice. The deposit will be deducted from your total balance on the day of your event. The final balance of your booking is required at the completion of service. Should you wish to settle the balance with a different credit card please ask for a CC authorisation form.
2. In the unfortunate circumstances that you have to cancel the confirmed booking at any time prior to the event, **SUSHISAMBA** London will make every reasonable effort to re-sell the facilities on your behalf. However, in the event that we are unsuccessful, **SUSHISAMBA** London's cancellation policy is to levy the following charges which are payable within 7 days of the date of cancellation.
  - Greater than 20 days in advance of the event – no fee will be charged
  - Less than 20 days in advance of event – 50% of the deposit will be charged

Cancellation must be advised in writing to the **SUSHISAMBA** Events Team.

3. 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. The party size may be reduced by a maximum of 25% up to 72 hours in advance. Any further reduction either greater in numbers or within this period, the full menu price will be charged.
4. **SUSHISAMBA** London requests advance notice for the use or supply of decorative items. These items must be pre-approved by the Events Manager in order to be admitted. This includes flowers, balloons, streamers, candles, confetti or any items of such nature. **SUSHISAMBA** London prohibits all types of fancy dress or costume attire.
5. Any proposed event photography must be pre-approved. No professional cameras are permitted without permission.
6. 20% VAT is included in all prices. A 15% discretionary service charge will be added to your bill.  
**SUSHISAMBA** London is operated by Samba London Ltd.

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I confirm to have read and agree to the **SUSHISAMBA** Terms and conditions for a private dining room booking.

### Booking Details

Booking Name	
Event Date	
Number of guests	
Dining Time	Please note this time is fixed and cannot be changed without confirmation from the events team
Menu	
Dietary Requirements	
<b>Guest Details</b>	
Name on Card	
Address line 1	
Address line 2	
City	
Postcode	
Contact Telephone	
Email address	
<b>Card Details</b>	
Credit Card Type	
Card Number	
Valid From	
Expiry Date	
Security Code	
Deposit Amount	£ _ _ _ _ - _ _ (full minimum spend)
Signature	
Date	