

# Coco Rio Restaurant

# BOOKING FORM

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<b>Name of organizer</b>	
<b>Company</b>	
<b>Function Date &amp; Time</b>	
<b>Occasion</b>	
<b>Number of guests</b>	
<b>Address</b>	
<b>Telephone / Fax</b>	
<b>Mobile</b>	
<b>E-mail</b>	

For any help /information required when booking your party please call Debbie Kruit.

## **Party Booking Terms and Conditions:**

**Enquiries via phone, facsimile, post or email DOES NOT constitute a booking confirmation of a party of 10 or more. Unconfirmed "bookings" will be released without notice.**

1. A non – refundable deposit of £10 per head is required for parties of 10 or more.
2. In the event of any guests cancelling their deposit will be returned if notice of a minimum of 48 hours prior to the event is given.
3. A completed booking form is required for confirmation.
4. We will do our utmost to accommodate all guests together, but can not guarantee that parties of more than 12 will be on one table.
5. **Party menus are available for parties over 10 to pre-order** ( pre-order to be in 48 hrs prior to event ). The A la carte menu may also be pre-ordered but a with a minimum of two courses per person. (which includes a main course )
6. Only one type menu can be used per party.
7. **It is possible not to pre-order.** ( to be agreed by manager please call )
8. A separate food and drink bill can be arranged, please inform us on arrival.
9. There is a 10% service charge on all tables of 6 and over.
10. Party organizers are responsible for the correct arrival time of their guests. We can only allow a 10 mins wait for late guests to arrive before commencing service on busy evenings.
11. Organizers are responsible for the conduct of their guests. Admission remains at the managements discretion.
12. Confirmation of you booking implies your full awareness and acceptance of all terms and conditions involved.

***IMPORTANT: Keep a copy of this form and food pre-order and bring in with you.***

**Organizer:**

**Date:**

***☞ The party organizer is responsible for full payment of the party's bill. A polite request for a limit of 2 card transactions per table.***