

# ONE PICO Booking Form:

Please fully complete and return this form to your restaurant choice as a confirmation of your booking.

**Name of Restaurant:** (Please Circle) **One Pico Restaurant**

Tel: 01 676 0300 Email: [one\\_pico@yahoo.ie](mailto:one_pico@yahoo.ie)

**Polo Room (Private Room)**

Tel: 01 6760411 Email: [one\\_pico@yahoo.ie](mailto:one_pico@yahoo.ie)

Reference (Company Name): \_\_\_\_\_

Address: \_\_\_\_\_

Booking made by: \_\_\_\_\_ Host / Contact Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Reservation / Booking Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Tel No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Prosecco Reception on Arrival @ €11.00pp (Please circle)      Yes      No

Menu Choice: \_\_\_\_\_

Wine Choice: White: \_\_\_\_\_ Red: \_\_\_\_\_

## Terms & Conditions:

These terms of business are binding: in this document the "customer" refers to the host/contact, agent, credit card holder or company making for the booking. Email is an acceptable form of writing for confirmations and communications.

1. This booking form represents a minimum charge only.
2. Minimum charges are based on the menu cost per guest booked and do not include any additional extras.
3. Customer credit card details are required when securing a reservation but will not be used as payment by the restaurant unless requested in advance.
4. Customer credit card details given to secure a booking may be used in the event of a late cancellation or a no show unless another form of compensatory Payment has been made to the restaurant from the customer.
5. No Service Charge Except on Parties of 6 or More 12,5 % applies

### 5. Cancellation Policy:

- a. Notice of cancellation must be given by the customer in writing fourteen days before the date of the event.
  - b. If the required cancellation notice is not given, all pre-paid charges and an additional charge up to the minimum charge will be levied against the customer.
  - c. Final numbers of guests must be confirmed in writing 48 hours prior to the booking date.
  - d. If the final confirmed number at 48 hours is greater than the number that arrive; charges will be levied at the number confirmed at 48 hours out as follows.
  - e. A charge of 35 euro per guest for lunch will be added on your bill and a charge of 55 euro per guest for dinner.
6. We do not allow any form of entertainment unless previously organised and agreed in advance with the restaurant.
  7. Last orders from the bar must be placed by 1.00am. Please note last order at the bar for lunch is 4.30pm and the restaurant is to be vacated no later than 5pm in order to prepare for evening service. An extension may be arranged in advance for either the restaurant or the private dining room.
  8. To pre order wine please request the full wine list and give 5 days' notice to ensure stock.
  9. For parties 10 and over a set menu is required.
  10. We accept as payment, credit cards or cash or pre cleared company cheques or prepaid electronic fund transfers.
  11. We do not accept cheques on the day of the event; if paying by company cheque cleared cheques must be received two weeks prior to event.
  12. Please note your reservation can not be held or confirmed until booking/cancellation policy has been received.

I, \_\_\_\_\_ (PLEASE print Name) Agree to the terms & conditions as set out above.

Card Type: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security Number: \_\_\_\_\_

Credit Card Holder (PRINT NAME): \_\_\_\_\_

Credit Card Holder (SIGNATURE): \_\_\_\_\_

**\*please note credit card details must be completed in full & signed for booking to be accepted & confirmed**

For office use only

Confirmed and authorized by Manager: \_\_\_\_\_