

# ONE PICO Booking Request Form

email: [book@onepico.com](mailto:book@onepico.com)

Please note this is a booking request form and that bookings will only be made after the restaurant has contacted you to confirm availability. Please ensure the form is fully completed, signed and returned to the restaurant.

Please **underline** The Booking request is either for **The Main Restaurant** or **The Polo Room** (Private Dining)

**Name of Reservation / Contact Name:** \_\_\_\_\_

**Date of Reservation:** \_\_\_\_\_

**Time:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

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

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

**Wine Choice:** \_\_\_\_\_

Please request the full wine list and give 5 days notice of your choice to ensure stock.

I, (Print Name) \_\_\_\_\_ Agree to the terms & conditions as set out below.

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

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

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

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

**Credit card details must be completed in full & signed for the booking request to be accepted & confirmed.**

**If you are unable to give credit card details we can accept a non refundable booking deposit which can be paid in advance and set against your bill - Lunch deposit is €35 per person & Dinner deposit is €60 per person.**

## **TERMS & CONDITIONS:**

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

1. Customer credit card details supplied above are to secure a booking and will be used and charged in the event of a late cancellation or a no show.
2. We do not allow any form of entertainment unless previously organized and agreed in advance with the restaurant.
3. We do not accept cheques; if you wish to pay in advance by company cheque - cleared cheques must be received two weeks prior to event.
4. Pro forma invoices can be arranged to make a full pre payment in advance of your booking - please contact Andrew Scott or Francois Pion
5. Final numbers of guests must be confirmed 48 hours prior to the booking date - this will be the minimum number of guests which will be charged.  
example: 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 as follows: €35 per person for lunch or a charge of €60 per person for dinner.

## **CANCELLATION POLICY:**

Notice of cancellation must be given by the customer in writing or by email 14 days before the date of the booking - the customer will then receive a confirmation email from the restaurant acknowledging the cancellation.

If such notice is not given a minimum charge of €35 for lunch per person or €55 for dinner per person will be applied to the supplied and signed credit card above.