



## Private Dining Booking 2018

PLEASE COMPLETE BOTH PAGES IN ORDER TO CONFIRM YOUR BOOKING

**Date of Booking:** .....

**Number of Guests:** .....

**Arrival Time:** .....

**Seating Time:** .....

*Please note: All Lunch time reservations shall be asked to vacate by 4.30 pm and all Dinner reservations by 12.30 am.*

**Name of Host / Company / Organisation:** .....

*It is of great assistance if the host / organiser makes themselves known on arrival*

**Address of Host / Company / Organisation:** .....

.....  
.....

**Contact Name:** .....

**Telephone Number:** .....

**Email Address:** .....

**How did you hear about us?** .....

**Aperitif:** .....

*We recommend that you order pre-dinner drinks in advance to avoid delays at the bar upon arrival.*

**Menu Choice:** *Please find attached our Private Dining Room Menus and Wine List. To ensure smooth running of your dinner or lunch, please choose a single set menu for the entire table.*

MENU GASTRONOMIQUE £45

MENU DÉGUSTATION - £69

MENU PRESTIGE - £89

7 COURSE " SURPRISE" TASTING £89

*Please also advise us of any dietary requirements:*

.....  
.....

Additional Cheese Course @ £14.50 per person

YES  NO

Coffee and Petit Fours @ £5.50 per person

YES  NO

Still and Sparkling Water @ £4.50 per bottle

YES  NO

**Wine Choice:** .....

.....

*Please Note: Unless a pre-order is made 10 days prior to your booking we cannot guarantee availability of your preferred wines for the whole group. We recommend discussing wine options with our Sommelier before you make your decision to ensure availability. Please contact: [wine@lortolan.com](mailto:wine@lortolan.com)*



**Liqueurs to be offered with coffees:** YES  NO

**Menu Heading:** .....

**Place Cards for the table:** YES  NO

*Please Note: If there are dietary requirements for certain guests, the restaurant requires a table plan with place cards.*

## DEPOSIT PAYMENT

In order to confirm this booking please authorise us to debit your credit card with a deposit of £50 per person by completing a secure online payment via the link: [www.lortolan.com/section/19/1/deposit-payments](http://www.lortolan.com/section/19/1/deposit-payments). Alternatively you can call us on 0118 988 8500 to complete your deposit payment via telephone.

We must point out that unless ten days notice is given, in the case of a cancellation this deposit will be non-refundable. You must give 48hrs notice for a change in number of guests or the cost of the selected menu will be charged. A discretionary service charge of 12.5% will be added to your final bill.

*Please Note: Deposits for confirmed bookings in December are non-refundable.*

**Method of Payment on Departure:** .....

*Please Note: A discretionary 12.5% service charge will be added to your bill*

In the event that the account is not settled on the day, any outstanding amounts will be charged to the Credit / Debit card details given. The terms and conditions in conjunction with this document are accepted by the company / organised stated within the contact details.

**Signed:** .....

**Date:** ...../...../.....

### **Terms and Conditions:**

#### **Special Dietary Requirements:**

*We are unable to guarantee alternatives for special dietary requirements without at least 72 hours notice of the specific dietary needs. Please inform us at the time of booking of any food allergies, dietary requirements or medical conditions including disabilities, diabetes, epilepsy, pregnancy etc.*

#### **Payment:**

*A deposit is required at the time of booking and the outstanding balance must be paid in full on the day of the event. We cannot confirm your place at any event until we receive the deposit. All fees quoted are inclusive of VAT.*

**Please return the completed form to:**

**L'Ortolan Restaurant**  
**Tel: 0118 988 8500 | Email: [info@lortolan.com](mailto:info@lortolan.com)**