

Kazan

93-94 Wilton Road, Victoria SW1V 1DW Tel: 020 7233 7100

Group Booking Reservation Sheet

Please sign and email these documents back to us at: kazan.sw1@gmail.com

Organizers' Name: _____ Contact number: _____

Date of Party: _____ Arrival time: _____

Company Name: _____ Number of Guests: _____

Address: _____

E-mail: _____

Dietarian Requirements: _____

Select Menu:

Xmas Lunch £25 Noel Baba £35 Pasha Indulgence £45 Sultans Merry Xmas £65

Order your welcome glass of Prosecco in advance for £6.50 only (instead of £8.50).

TIMINGS (Please select the time slot for your party)

12:00 PM – 3:00 PM 3:30 PM – 6.30 PM 7:00 PM – 10:00 PM

The management will consider if specific timings are required for an event. Due to Westminster City Council licensing, all guests are required to vacate the premises by 11.30 pm.

PLEASE NOTE WE DO NOT ACCEPT SEPARATE OR INDIVIDUAL PAYMENTS. ALL PAYMENTS ARE TO BE COLLECTIVE. PLEASE LIMIT ONE DEBIT OR CREDIT CARD TO A TABLE

Special Requests: _____

***Menu items are subject to change due to seasonal produce.**

Xmas Group Booking Terms & Conditions

All bookings are subject to the terms and conditions below.

In order to confirm a booking of 8 or more guests your credit card details are required to make a reservation but will not be charged at the time of booking. Your credit card is only used as a form of guarantee.

ROOM PRIVATE HIRE AND DEPOSIT

Kazan has three different dining rooms for private hire; semi/private hire of any of these rooms shall be subject to a minimum spend. Ottoman Lounge £1750, Harem Room £2250, Main Room £4000 and for the exclusive use of Kazan £8000. The minimum spend agreed is to be honored irrespective of fluctuations in guest attendance. For private hire, a deposit of 50% of the minimum spend will be payable to confirm a reservation. A non-refundable deposit is required to secure your booking. Deposits will be deducted from the final bill and the outstanding balance must be settled in full at the end of the event. If a company invoice is required, the whole balance would have to be paid in full before the event. The credit card consent form must be completed in full to settle the deposit.

CONFIRMATION

All bookings are provisional until we receive a signed copy of the group booking reservation sheet, credit card consent and the deposit, which we shall receive at least 14 days prior to the date of the event (except in December where there shall be 4 weeks), otherwise, your provisional booking will be released.

GUEST NUMBERS

Final numbers must be confirmed 48 hours prior to the event. Should your party subsequently reduce in size after confirmation; **the original number of guests that were booked will be charged.**

CANCELLATION & NO SHOWS

Any cancellations, reduction in numbers, or 'no shows' within 48 hours of your reservation time will automatically incur a £10 per person penalty fee. Customers will be notified of this transaction.

We need you to fill in and send back to us the Christmas booking forms with the details required to make a reservation.

MENUS AND DRINKS

One menu selection per group must be pre-selected in advance for parties of 8 or more guests and any known dietary requests noted. In addition to the pre-fixed menu, all drinks (including mineral water and coffee) will be charged in accordance to consumption. Menu items may vary according to seasonal produce.

Due to Health & Safety regulations, we are no longer able to accept any food or beverage items from outside including birthday cakes.

LOSS AND DAMAGE

Kazan shall not be liable for any loss or damage to the property of the client and/or invitees attending the event. Kazan will hold the client responsible for the cost of any damage or loss caused by them. It is prohibited to attach anything to the walls.

Management reserves the right not to serve to any patrons that are acting in an appropriate manner or causing distress to any other patrons or staff at Kazan.

INVOICING AND ACCOUNTS

We do not offer customer accounts, nor do we offer company invoicing. All outstanding balances must be settled, in full, at the end of the event. In the event of the bill not being settled on the day the balance will be charged to the credit card details supplied on the booking form.

GRATUITY AND VAT

A service charge of 12.5% will be added to the final bill, which is distributed among the staff. All prices quoted include VAT. Due to Westminster City Council licensing, all guests are required to vacate the premises by 11.30 PM. **Acknowledged and agreed**

Signed: for and on behalf of:

Name: Date:



Credit Card Consent Form
(Authorising Kazan to charge a deposit of £.....)

Dear Sir/Madam,

This form has been created in order to allow you to have third-party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your booking. We ask you to please sign and date the form before submission. Please email the completed form to us. Do not send a photocopy of the front or back of the credit card with this form, as this is against credit card company regulations.

Cardholder Information - Required

Name as it appears on the credit/debit card:

Card number: _____ Expiry Date: _____

Security code: _____ Phone number: _____

Card type: _____ Issuing Bank: _____

Guest Information – Required

(If you are making a booking on behalf of another person or company, please provide the following information)

Guest name: _____ Phone number: _____

Relation to cardholder: Relative Friend Business Associate Other:

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred by my party.

Guest name: (Printed): _____

Guest signature: _____ Date: _____

Approved Charges – Required

Deposit of: _____

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