

ADDITIONAL COMMENTS/REQUIREMENTS

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PAYMENTS DUE

TOTAL DUE = £ _____	<i>For office use</i>
DEPOSIT (£10pp) = £ _____	DEPOSIT PAID: _____
BALANCE DUE = £ _____	<i>Date</i> _____
Balance to be paid at least one week before your booking.	BALANCE PAID: _____
	<i>Date</i> _____

BOOKING TERMS AND CONDITIONS

1. You must complete and return this booking form, along with the deposit to secure your booking. If the deposit is not received within 5 days of the booking, we will release your booking without notification.
2. Without exception, deposits cannot be refunded or transferred to another party or used to cover food or drinks.
3. **Cancellations:** places cancelled within 20 days of the date of your party will not be entitled to any refund. Places cancelled more than 20 days prior to your booking will be entitled to a refund, less the £10 non-refundable deposit per person.
4. Please advise us as soon as possible if the number of people in your party changes, and we will do our best to accommodate any increases in party size. Changes to your party size will be accepted up to 48 hours before your party.
5. Changes to your menu choices will be accepted up to 48 hours before your party date.
6. Additional guests are not permitted to join your party after the meal.
7. Your drinks/bar tab must be settled on the evening of your booking.
8. Guests must be 18+ years of age.
9. Dress code is smart/casual.
10. Rita's reserves the right of final admission.
11. Please note that a 12.5% service charge will be added to your bill.

By signing this form, you accept our booking terms and conditions:

NAME: _____ SIGNATURE: _____

COMPANY NAME (if applicable): _____

DATE: _____

