

CAFÉ AUBERGE

Exclusive Use Booking Agreement & Terms & Conditions

Venue: Café Auberge

Minimum Food & Beverage Spend: £3,500 (excluding 10% service charge)

Non-refundable Deposit: £500

1. Booking Confirmation

A £500 non-refundable deposit is required to secure the exclusive use booking. The booking is confirmed once the deposit has been received and this agreement has been accepted. The £500 deposit is deducted from the final event invoice and is not an additional charge.

2. Minimum Spend

Exclusive use is subject to a minimum food and beverage spend of £3,500. This minimum may be met through any combination of pre-ordered food, welcome drinks, beverages purchased by guests during the event, and any hosted bar tab. If total food and beverage sales are less than £3,500, the lead booker agrees to pay the shortfall.

3. Service Charge

A 10% service charge is added to the final food and beverage bill for all exclusive use bookings. This charge is in addition to the £3,500 minimum spend and is distributed amongst the event team. Individual bar drinks are served at normal menu prices throughout the event; the service charge is applied once to the final event invoice, not to each drink purchased.

4. Payment Schedule

When	Payment
At booking	£500 non-refundable deposit
14 days before	Final guest numbers, dietary requirements and payment for all pre-ordered food
End of event	Any remaining drinks, 10% service charge and any minimum spend shortfall

5. Guest Numbers

Final guest numbers and dietary requirements must be confirmed no later than 14 days before the event. We will do our best to accommodate increases after this date, however they cannot be guaranteed.

6. Cancellation Policy

All cancellations must be made in writing by the lead booker.

Notice	Charge
More than 60 days	£500 deposit retained
31–60 days	50% of £3,500 minimum spend
15–30 days	80% of £3,500 minimum spend
14 days or less	100% of £3,500 minimum spend

7. Client Responsibilities

The lead booker accepts responsibility for the conduct of all guests attending the event. Any damage caused to the premises, fixtures or furnishings by guests may be charged to the lead booker. Café Auberge reserves the right to refuse service or end the event where behaviour poses a risk to staff, guests or the premises.

8. Cancellation by Café Auberge

In the unlikely event that Café Auberge is unable to host the event due to circumstances beyond our reasonable control, all monies paid will be refunded in full. Liability is limited to the amount paid.

By signing below, both parties acknowledge that they have read and agree to these Terms & Conditions.

Lead Booker	
Signature	
Date	
Café Auberge Representative	