

# K O B A

## bar & bistro

### **Booking Terms and Conditions**

#### **The Gods**

Hire of The Gods is free subject to a minimum spend at the bar. If a total of £1250 is not spent at the bar during your event, you will be charged a fee of £100, which will be taken from the card details provided when you book. If you wish to cancel your booking we require 30 days notice. If you are unable to give us 30 days notice we will be forced to charge a cancellation fee of £100 unless we are able to relet the room, in which case the cancellation fee will be waived.

#### **The Ruby Room**

Hire of the Ruby Room is free subject to a minimum spend of £1000 at the bar during your event. If this is not reached, you will be charged a fee of £100, which will be taken from the card details provided when you book. If you wish to cancel your booking we require 30 days notice. If you are unable to give us 30 days notice we will be forced to charge a cancellation fee of £100 unless we are able to re-let the room, in which case the cancellation fee will be waived.

#### **Cocktail Masterclasses**

Please give us 21 days notice should you wish to cancel your booking. In the unlikely event that your party fail to arrive for your booking without giving 21 days notice then full payment will be taken from the card details provided when you book.

#### **Dinner reservations for groups over 14**

Please give us 21 days notice should you wish to cancel your booking. In the unlikely event that your party fail to arrive for your booking without notifying Koba at least 21 days prior to the agreed arrival time, a charge of £10.00 per guest will be taken from the card details provided when you book. If your numbers reduce by more than 3 guests and you fail to notify Koba at least 24 hours prior to your arrival then a charge of £10.00 per guest will be taken for non attendees from the cards provided.

#### **Drinks reservations for groups**

Please give us 24 hours notice should you wish to cancel your booking or if confirmed numbers drop by more than 3 people. A charge of £50.00 will be taken from the card details provided should your party fail to arrive for your booking without informing Koba at least 24 hours in advance of the agreed time of reservation. Should your confirmed numbers drop by more than 3 people without informing us 24 hours prior to your arrival then £5.00 will be taken for each person not attending.

#### **Late arrivals**

Please be aware that groups who arrive over 15 minutes late may forfeit their reservation.