



Please complete and return electronically (no scanned copies until final arrangements agreed to assist changes please)

Date of event

Name

Company

E-mail

Address

Phone number

Host mobile

Arrival time

Occasion

Food service time

End time

Speeches time

Speech duration

Number of guests

Host name

Table configuration

*Menu choice (if known)
If not, must be finalised
within 28 days of the
event*

Canapés on arrival

*Yes
No*

Canapés Choice

Arrival drinks choice

Wine choice

Soft drinks choice

Open bar

*Yes
No*

*Still/Sparkling
Mineral water*

*Yes
No*

Other drink requirements e.g. toast

Digestifs and dessert Wine to be offered

*Yes
No*

If yes, what after dinner drinks ?

Coffee & tea

*Yes
No*

Personalised cake

*Yes
No*

Place cards

*Yes
No*

Private rooms to be booked

*Lemprière
Gaspé*

*Beresford
Brasserie*

Hotel Bedrooms

Special dietary needs (e.g. gluten free or vegan requests)

By returning this form by e-mail, I confirm the details above and acknowledge the Terms & Conditions below which apply to this booking and acknowledge any required deposit as set out below must be paid to secure the booking:

Deposit Paid Yes No

Amount

Banjo Terms & Conditions for Private Dining

1. TERMS: All reservations in the private dining rooms in Banjo, provisional or confirmed, are made upon and subject to the following Terms & Conditions and no variation thereof will be accepted unless agreed in writing with Banjo management. Written confirmation (via e-mail or post) will confirm acceptance of Banjo Terms & Conditions.

2. INTERPRETATION: In these Terms & Conditions “Banjo” means JPRestaurants Ltd and the “Client” means the person, firm or company making the booking at the restaurant.

3. CONFIRMATION & DEPOSIT: A written confirmation with credit (Mastercard, Visa or American Express only) or debit card details will be required from the Client to guarantee a booking. Upon receipt of the confirmation, the card provided will be charged with a deposit of 50% of the agreed minimum spend which is required on booking and is non-refundable. Clients not resident in Jersey will be invoiced and required to pay for all agreed food and drinks 28 days prior to the event.

4. CANCELLATION: Once a booking has been confirmed the event may be cancelled with four weeks (28 days) notice of the due date at no charge. In case of cancellation with less than four weeks (28 days) notice, a £500 cancellation fee will be charged. For cancellations made with less than 3 working days notice, the Client will be charged for the agreed menu price for the number of guests stated in the most recent correspondence.

5. NUMBERS/CAPACITIES: Confirmation of numbers for an event is required 3 working days prior to the date of the function. The Client will be charged on the basis of the confirmed number of guests with less than 3 working days notice. If confirmation is not given, the Client will be charged for the number of guests stated in the most recent correspondence on the night. If numbers are increased within 3 days of the event and additional charge may be due to re-organise staff.

The Beresford Room is available for a maximum of 33 guests seated or 40 standing.
The Gaspé Room (boardroom table) is available for a maximum of 12 guests seated or 30 standing. The Lemprière Room seats up to 80 people or 120 standing.
The Brasserie can seat up to 60 people for exclusive hire.

6. MENUS & WINE LIST: Private Dining Menus are available and all choices must be made from these menus, not the restaurant menus. All of the menus are based on seasonal availability. The wine list is subject to price and vintage changes throughout the year. All food and beverage choices must be made and submitted a minimum of 7 days in advance of the event. All food, drinks and other services will be charged at current restaurant published prices or as set out above.

7. SERVICE CHARGE: A discretionary service charge of 10% will be added to the Client’s final bill.

8. MINIMUM SPEND: We have minimum spend requirements. As of January 2016, the minimum spend with no room hire charge is as outlined below. Please note that higher minimum spend amounts may apply as peak times such as Christmas and New Year - details are available separately.

Beresford and Gaspé

Monday to Thursday: Minimum spend of £400
Friday or Saturday evening: Minimum spend of £600

Lemprière Room

Monday to Thursday: Minimum spend of £1000
Friday or Saturday evenings: Minimum spend of £1500

All of our minimum spends are inclusive of food, beverage and GST, and but exclude a discretionary service charge of 10%.

9. TIMING: The dining rooms are licensed until 12.30am. No alcohol may be served after that time and the building must be vacated by 1am to comply with local licensing laws.

10. EQUIPMENT & ENTERTAINMENT: We do not allow third party suppliers to supply services to lunch or dinners other than flowers and these should be removed before 9am the following day unless otherwise agreed. For the avoidance of doubt this includes all audio visual equipment, bands, DJs and entertainment such as casinos due to the disruption to residents or diners. We do however have an in-house music system that an iPod can be plugged into for dancing in Lemprière if required. Due to in-house residents, certain restrictions apply to entertainment and drinks cannot be consumed outside the premises at any time; smoking in front of the building is prohibited. We have a small smoking terrace on the first floor. Music and entertainment must cease by 12.30am to comply with local laws.

11. PAYMENT: Payment for a function must be made in full at the end of the event. Banjo does not have the facility to create several bills and we can operate a 'cash bar' for smaller parties only. All major credit cards are accepted excluding Diners Club. GST Jersey Goods and Service Tax at the current rate of 5% is included in all prices. American Express can be used for all restaurant payments for purchases on the day and deposits for private dining up to £1,000. Pre-payments and subsequent invoices for private dining cannot be paid by American Express.

12. MENU WITH CHOICE: If you have opted for a choice menu, we will send you an e-mail inviting you to enter your guests e-mail addresses. Our system then automatically sends out tailored e-mail invitations to all your guests asking them to place their meal pre-order. This must be completed by all guests at least three days prior to the event.

13. ALLERGENS: Guests with allergies and intolerances should make a member of the team aware prior to the event and before placing an order for food or beverages. Guests with severe allergies or intolerances should be aware that although all due care is taken, there is a risk of allergen ingredients still being present and will be consumed at the guest's own risk.

14. FOOD SAFETY: We regret for food safety purposes we do not allow food that has not been prepared in our kitchens to be consumed in the restaurant. For the avoidance of doubt this includes celebratory cakes. Please enquire if you would like a special cake made for your celebration.

15. DEPOSIT: A non-refundable deposit of £250 (Gaspé and Beresford) or £500 (Lemprière or Other such as Brasserie) must be paid and the signed Booking Form returned within two weeks of an initial reservation to secure the reservation. Final arrangements must then be agreed with all details on the Booking Form completed and signed by customer within 28 days of the event.

Directions and contact details for Banjo can be found at banjojersey.com

Banjo, 8 Beresford Street, St Helier, JE2 4WN t: + 44 (o) 1534 850890 e: eat@banjojersey.com