

## Group Booking Form & Cancellation Policy

For 10 persons or more group booking form to be completed & returned to [bluecilantromanager@candw.ky](mailto:bluecilantromanager@candw.ky)  
Thank you for your enquiry. Please complete this form fully to ensure confirmation of your booking.

Reference (Company Name):	
Address	
Host/Contact Name:	
Booking made by:	
Reservation Date & Time:	
Number of guests:	
Email:	
Tel:	
Fax:	

### Terms & Conditions:

These terms of business are binding. In this document the “restaurant” refers to Blue Cilantro Restaurant, the “customer” refers to the host, contact, agent, credit card holder or company making the booking. Email is an acceptable form of communication for confirmations, changes and cancellations. Unfortunately due to previous late cancellations, non-arrivals and the numbers booked changing at the last minute we are forced to require a deposit.

- A deposit is required to confirm a booking and should be delivered with this form or we will charge the credit card number supplied. The deposit is calculated per person booked and is \$CI30 per person for lunch bookings ( For Brunch Full amount will be charged ) and \$CI60 per person for dinner bookings.
- Customer credit card details are required when securing a reservation and will be charged the deposit unless a different form or payment is received that fully covers the required deposit.
- Deposits supplied by cheque or bank transfer will not secure the reservation until they clear and arrive into the restaurant’s bank account.
- In the event of a late cancellation or a no show of the whole group the deposit in full will be forfeit.
- Any additional charges or costs incurred by the restaurant for any no-show, reduction in numbers, late cancellation will be charged to the credit card number supplied.
- For groups of 6 or more a service charge of 15% applies.

### Cancellation Policy:

- Notice of cancellation must be given by the customer in writing by email or Phone call and received **24 hours** before the date of the event.
- If the required cancellation notice is not given, all pre-paid charges and an additional charge up to the minimum charge will be levied against the customer.
- Final numbers of persons must be confirmed in writing or Phone call **12 hours** prior to the booking date.
- If the final number confirmed at 12 hours is greater than the numbers that arrive; charges will be levied at the number confirmed at 12 hours out as follows: A charge of 30 CI dollars per guest for lunch will be added to your bill and a charge of 60 CI dollars per guest for dinner.
- We will not accept any form of entertainment or Food & Beverages unless previously organized and agreed in advance with the restaurant.
- Method of payments accepted: company cheque / cash / credit card  
 Only company cheque are accepted.

**Please note your reservation cannot be held or confirmed until a deposit and this form has been received by the restaurant fully completed.**

I, \_\_\_\_\_ (PLEASE print Name) Agree to the terms & conditions as set out above.

**Credit Cards: We Accept: Visa, MasterCard, Amex, Discovery**

CC Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ Security Number \_\_\_\_\_

Credit Card Holder (PRINT NAME): \_\_\_\_\_

Credit Card Holder (SIGNATURE): \_\_\_\_\_