



5 St James's Street
London SW1A 1EF
020 7839 3774

PRIVATE ROOM POLICY

Thank you very much for your enquiry regarding the Private Function Room at L'Oranger.

The Private Room is available from Monday to Friday, Lunch & Dinner and Saturday for Dinner. It can accommodate up to 24 guest on a main rectangle table or 36 people on a 3 x oval table display, lunch & dinner, for canapés parties, and corporate events.

The Al Fresco courtyard at **Pickering Place** is operational for any cocktails or pre-drink parties when the weather permits it. This historical location is also licensed for Lunch and Dinner.

We will be pleased to provide personal menus, name cards and flowers.

I have pleasure in enclosing our selection of menus together with our wine list. Our Chef Laurent Michel changes the lunch Menu monthly.

There will be a £400.00 deposit to cover early cancellation. The minimum charge for the Private Function Room is £400.00. Please note that an optional service charge of 15% will be added to your bill.

In the event of a cancellation, please notify us within 5 working days prior to the event. If notice has not been received within the specified time period, the cancellation fee of £500.00 will be charged to the credit card provided at the time of booking. Should the number of attendees for the event decrease, please notify us within 2 working days prior to the event. If notice has not been received, you will be charged for the number of attendees provided at the time of booking.

If you would like to visit our Private Function Room, please call and make an appointment and we would be please to arrange this.

We look forward to hearing from you soon.

Nordine Mohamed
Restaurant Manager
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F 020 78394330
nordine@londonfinedininggroup.com



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PRIVATE PARTY BOOKING FORM

Date of Booking: _____

- Lunch
 Dinner

Name of Host: _____

Company: _____

Event Organiser: _____

Address: _____

Contact Details:

Host

Organiser

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Menu Details:

If you would like any particular text printed on your menu to celebrate or identify your party please specify below:



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DEPOSIT, PAYMENT AND CANCELLATION

We require a deposit of £400.00 to be paid to confirm your booking. By signing this form you accept that, in consideration of the reservation of the Private Room for your exclusive use on the above date, in the event that:

- i. you do not fulfil your reservation; and
 - ii. you do not notify us of cancellation within 5 working days prior to the event;
- we are entitled to retain your deposit.

We require notification of any change in number of attendees within 2 days of the above date. If notice has not been received, you will be charged for the number of attendees specified above.

All bills must be paid in full prior to leaving the restaurant, unless alternative arrangements have been agreed in advance.

I agree to the terms set out above.

Signed: _____

Position: _____

Name: _____

Date: _____

Credit Card Details:

Card Number: _____

Type: _____

Name: _____

Expiry: _____

Start Date: _____

Security Code: _____

Signature: _____