**Christmas Booking Terms and Conditions**

* Due to the layout of our Cafes, we may have to seat large parties on separate tables, however you will be sat closely together.
* Please note allergy information is available for all our menus.
* Provisional bookings must be confirmed within 14 days of booking (preferably earlier) by paying a minimum of £15PP
* If you cancel your dinner within 14 days of the date of your event, please contact [office@wrightscafe.co.uk](mailto:office@wrightscafe.co.uk) to discuss the refund process.  
  You must notify the Café in writing about your cancellation.
* Most major credit cards are accepted for payment. Please check with us before booking.

**Deposits**

* We can accept deposit payments via phone, email or on-site.  
  Please email to [events@wrightscafe.co.uk](mailto:events@wrightscafe.co.uk) for further information about your deposit payment.
* Please note that you will receive 10% discount of your total bill on the day of your Christmas party with us if we receive a full payment of the chosen Christmas meals/or canape/person (depending on the size of your party) by the 31st of October.

Please have a look at our Christmas Canape and 2/3 course meals for exact prices per person or speak to one of our team members if you have any questions.

* If your party number increases, you will receive an email to pay the extra amount per person due.
* Your Christmas booking will be confirmed once we receive your confirmation and security deposit payment of £15PP.
* You will receive a link within your email confirmation to pay your deposit via our secure online portal. If you prefer to pay in restaurant, we can accept cash or card payments.
* Unfortunately, we cannot accept payments by cheque.
* All deposits paid are redeemed against your bill on the date you dine with us.

**Pre-orders**

* Please supply full menu choices via our online pre-ordering systems 10 days in advance and advise us if your guests have any special dietary requirements.
* Amendments to guest menu choices may only be made up to 5 working days before your booking date, preferably earlier.

**On the day**

* The balance is payable on the day of your booking via card, cash or you can pre-pay if you wish.

**Addendum**

* **Allergy Information:**Please ensure that all your attendees are consulted for any dietary requirements or allergies prior to your event. All relevant information should then be passed to the Café at the time of confirming your menu requirements as stated above. It is imperative that we are notified in advance as this important information will be included in your event final details and shared with our operations team.   
  **Please also note that the guests must make themselves known to the staff on the day and prior to food and beverage service.**
* Whilst extra care is taken during food and beverage production, we cannot guarantee that it will be allergen free as our kitchen uses all type of ingredients. Customers who are subject to allergic reactions and intolerances must take this into consideration before ordering food.
* All food is prepared in an area where allergens are present. Please ensure that any guests with food allergies or intolerances inform the Café at the time of booking.

**Refunds**

The deposit is fully refundable in the following circumstances:

* You change your mind about the booking
* Your chosen restaurant being closed due to any local lockdown restrictions on the date you intended to visit us, right up to and including the dine date.
* If you wish to cancel your bookings, please contact to the site directly, or email to [office@wrightscafe.co.uk](mailto:office@wrightscafe.co.uk) to discuss the details of your refund.  
   Cancelling the booking yourself via our online booking portal will not refund your deposit. Refunds may take up to 5 working days to be processed back to your card.
* Any refund due can only be processed to the card originally used to pay the deposit.

If you wish, we would be happy to move your booking to any future date within 2 months of your original dine date and your deposit will remain valid and redeemable against that new booking.