

## **TERMS & CONDITIONS**

All function & events reservations are subject to these terms and conditions and no variation thereof will be accepted unless agreed in writing by The Plough, Scalby.

1. DEPOSIT - To secure your reservation, we require a deposit of £10 per head. This amount will then be deducted from your final bill on the day of your reservation.

2. PRIVATE DINING MENUS - We kindly request the menu choice for your party 1 week in advance, along with any

specific dietary requirements or allergies. Our menus and wines are based on seasonal availability and the dishes and pricing are subject to change.

3. DIETARIES & ALLERGENS - We kindly request the full disclosure of any guests in your party that may have a dietary requirement or allergen that may affect their visit.

4. FINAL NUMBERS - Final guest numbers are required no later than 7 days in advance of the booking. Please note you will be charged the full menu price for the final numbers confirmed. We will do our best to accommodate an increase in guest numbers, however, this may not be possible.

5. CANCELLATION - In the unfortunate circumstances that you need to cancel the confirmed booking our cancellation policy is as follows. Cancellation must be advised in writing.

- Greater than 30 days in advance of the event – no fee will be charged, and any deposit paid returned.

- 29 days and less in advance of the event – 50% deposit forfeited.

- 7 days and less of the event – 100% deposit forfeited.

5. FORCE MAJEURE - Should the venue be ordered to close by the local authority due to a local or national pandemic the deposit will be held and carried over to a future date.

6. Only food produced by The Plough kitchen is permitted for consumption on the premises.

7. Please arrive on time for your reservation and note the return time applicable to your party as the table may be rebooked later in the day.

8. For the safety of our staff and guests, we reserve the right to coordinate security measures and use CCTV throughout our venue.

9. The final bill is to be settled in one transaction at the end of the event,

10. No damage is caused to The Plough, its fittings, decorations and furnishings.