

# Otto's

182 Gray's Inn Road, London WC1X 8EW

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## Terms and Conditions

### BOOKING INFORMATION

To enquire about a group booking, please contact us on 020 7713 0107 or via email at enquiries@ottos-restaurant.com

To confirm the reservation, a deposit of £250 is required. This is non-refundable but is deducted from the final bill. For security reasons, please do not send card details by email.

We can accommodate your party for Lunch and Dinner from Monday to Sunday. Please note that minimum spends/numbers apply.

### PLEASE CHOOSE EITHER MENU A OR MENU B FOR THE ENTIRE PARTY:

#### MENU A – UP TO 19 GUESTS

Please pre-order your menu and advise us of your choices no later than 3 working days prior to the event. By pre-ordering, we hope your meal is more enjoyable with less disturbances.

#### MENU A – 20-30 GUESTS

We kindly request that you select a set menu for the whole group i.e. the same starter, main course and dessert. By choosing a set menu, we aim to minimise the delay between courses. Alternative choices for dietary, medical and religious reasons are always available with prior notice. Please advise us of your choices no later than 3 working days prior to the event.

#### MENU B – 14-30 GUESTS

This is a set menu but alternative choices for guests with dietary, medical and religious reasons are always available with prior notice. Please let us know if you would like Menu B no later than 3 working days prior to the event.

*Please note that we use seasonal produce and our menus are subject to change.*

### SEATING PLAN

#### Not Private in Main Restaurant:

Groups up to 10 will be on one table.

#### Private / Not Private Downstairs:

Groups up to 16 on one double width table with up to 2 heads on each end.

Groups up to 22 on one narrow table with up to 1 head on each end.

Groups over 22 will be on three tables.

### WINES

We recommend that you pre-order wines and an aperitif and we please send us your preferences at least 5 working days prior to your event so we can check availability. Please do not hesitate to contact us for recommendations.

### CONFIRMATION OF A BOOKING

We require a deposit of £250 to confirm your booking. Only when the credit card details are provided can the reservation be guaranteed.

### CONFIRMATION OF NUMBERS

Confirmation of numbers is required 3 working days prior to the event and will be regarded as the minimum number for the event.

### PRIVATE BOOKINGS DOWNSTAIRS

We do not charge a room hire but minimum numbers/spends apply.

For private bookings Tuesday to Friday (Lunch and Dinner) plus Saturday Dinner, a minimum number of 14 guests is required otherwise a minimum spend applies.

A minimum spend will be required for all bookings made for Saturday Lunches as well as Lunch and Dinner on Sundays and Mondays.

In December, a minimum spend of £1,400 is required for private events.

### EXCLUSIVE USE OF WHOLE RESTAURANT

If you would like to have exclusive use of the restaurant, please contact us.

### CANCELLATION

In the event of cancellation less than 3 working days' prior to the event the deposit will be non-refundable and non-transferable.

Deposits can be transferred to another date if more than 3 working days' notice is given.

### GRATUITY

A discretionary 12.5% service charge will be added to the final bill.

### CONDUCT OF FUNCTION

We request Lunch time functions to vacate the room at 16.30 and Dinner functions at midnight.

Otto's is situated in a residential area; the client shall conduct the event in an orderly manner and in compliance with the rules and regulations of Otto's and its management and in accordance with all applicable laws. The client is requested to commence and conclude the event at the scheduled times.