

# Booking Form

## for Corporate Functions

The needs of our guests are paramount, please do not hesitate to ask if we are able to make certain exceptions or alterations to our menu options to better suite your requirements.

Please note the following:

- Prices are inclusive of vat.
- Menu items are subject to change without notice due to availability of ingredients.
- Lunch bookings are available from 12H00 and dinner bookings from 18H00.
- Please will you respect the fact that dinner commences at 17H00 - we require lunch bookings to depart no later than 16H30 or move to our bar area.
- Set menu peices do not include gratuity, however tables of 10 or more will have an automatic 10% gratuity added to the bill.
- As we receive many enquiries over this period, bookings are only confirmed once a 50% deposit has been received.
- Once the deposit has been paid, please email this booking sheet and proof of payment to athlone@elephantandco.co.za.
- Deposits will be deducted off the final bill on the day of your function.
- Full and final settlement will be required prior to your departure on the day of the reservation.
- Deposits are refundable for cancellations up to 7 days prior to the reservation.
- If there are any changes to the numbers we request that you let us know, by email, no later than 17H00 the day prior to the reservation.
- We reserve the right to charge 100% of the menu price for absent guests thereafter.
- If a booking over 10 people is made on the a la carte menu the deposit required is R100.00 per person.
- Any changes to the original booking or special requirements must be made via email and a confirmation received from us.
- If a refund is needed there will be a 5% handling fee.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Menu Selection:  Menu 1  Menu 2  A La Carte

Date of Booking: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Any additional requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ELEPHANT & CO.**

Tel: 087 821 3138

Email: athlone@elephantandco.co.za

Elephant and Co

Banking Deatils: Nedbank

Branch Code: 198765

Acc. Number: 1211942287

