

## **The Private Dining Room terms and conditions**

### **PRIVATE DINING ROOM RESERVATIONS**

Thank you for your enquiry about holding a function in our private room. We look forward to catering for your special event. Please find within this document the information to assist you with your choices and planning.

### **CAPACITY**

**SEATED** - The Private dining room at Saan sits up to 20 people. (We have sat up to 22 people, but this is a tight squeeze).

### **MENUS**

**BANQUET** – The private dining room offers a \$55 per head Banquet menu\*. You have the option to add premium and extra dishes for an additional cost. Alternatively, some or all of your group may choose the vegetarian/vegan menu. We will be happy to cater for special dietary requirements as well. Notification of any such requirements is appreciated 24 hours in advance.

*\* Due to seasonal availability the menus may change accordingly.*

### **BEVERAGE**

Available on the website is our wine & beverage list. If you would like to order wine, cocktails or special drinks in advance for your group, you are welcome to do so before your guests arrive with your waiter, or via email with to our banquets manager.

### **SPEECHES / PRESENTATIONS**

If there are going to be any speeches or presentations, it is important to let us know so we can coordinate the event with you. We would prefer not to interrupt speakers with food service if at all possible.

### **DEPOSIT**

No deposit is required; however we do ask for credit card details in case of a late cancellation fee.

## **COSTS**

Food and beverage will be charged on consumption on the date of your event.

N.B.

- a) There is a \$500.00 minimum spend on tables less than 8.
- b) Lunch bookings have a minimum spend per head at \$55 for groups of 8 or more.
- c) Evening bookings have a minimum spend per head of \$65 for groups of 8 or more.
- d) There is no surcharge or room hire for this area.

## **ROOM HIRE TIME FRAMES**

Our license runs until 1 am so for evening bookings you are welcome to stay until ½ an hour after last drinks are called.

Lunch reservations are welcome to stay until 5 pm the same evening.

## **CONFIRMATION**

Once you have made a booking, your booking will be held for 3 days until confirmation is received. If we do not have a confirmation from you within those 3 days, we cannot hold the room available for you.

Final numbers are required to be confirmed 2 hours prior to the time of your reservation. We will call you for confirmation of these numbers.

## **CANCELLATION**

If a cancellation occurs within 24 hours of a reservation, there is a cancellation fee of \$100 charged to your credit card.

## **PAYMENT**

Payment is required on the day/evening of the event; by cash, eftpos or credit card. No cheques are permitted without prior consent.

We take a maximum of 4 payments for your group at the cashier desk. If you wish to have guests making multiple payments, we ask you to advise your waiter and they will arrange payment with everyone at the table with our portable eft pos machine.

***To proceed with your reservation please return a signed  
copy of the reservation form via email.***

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Our team at Saan look forward to taking care of your function. If you have any further questions, please do not hesitate to contact us further.

All bookings are subject to availability. R18 for the service of alcohol. Host Responsibility limits apply.