



Group reservation information

Thank you for your enquiry regarding a group reservation at The Owl House. When you make a reservation for your event with us, we make a commitment to you and turn other customers away to keep your place.

Groups of 8 or more

A credit card charge is required to secure reservations for tables of 8 or more.

Exclusive Use of the upstairs dining room is available and has a minimum spend of \$2500 for the evening.

Cancellations

We understand that life is busy and things happen: let us know as soon as possible if you need to cancel your reservation. Reservation charges are refunded on early cancellations.

A Cancellation Fee of \$35 per person is charged in the event of a no-show or if you cancel with less than 48 hours' notice (7 days' notice for Exclusive Use reservations and reservations made more than 14 days in advance).

Final Numbers

To work with our suppliers and prepare appropriately, we require *confirmation of Final Numbers 24 hours' prior to the event*. If attendees reduce by 50% or more from your reservation we may, at our discretion, deem this a cancellation of the reservation and charge the Cancellation Fee for non-attendees.

If there is any *addition* to numbers at this point and those guests subsequently do not arrive, they will obviously still be included in calculating total Final Numbers.

Surcharge

There is a 10% surcharge for group reservations of 8 or more, which will be billed to you at the end of the night.



Group reservation form

Please photograph or scan the completed form below and email to info@theowlhouse.com.au. We are unable to confirm any reservations until we have successfully processed your completed form.

Reservation

Name of reservation: _____ Number of people: _____

Table(s) upstairs

Exclusive Use of upstairs restaurant (minimum spend \$2500)

Arrival time: _____ Date of reservation: ____/____/____ Day: _____

Dietary requirements / special requests / notes:

Contact Details

Contact phone number (mobile preferable): _____

Email address: _____

Payment

Type of credit card: MASTERCARD VISA AMEX

Name of card holder: _____

Credit card number: _____

Expiry date (MM/YY) ____/____ CCV ____

I understand that to make my reservation, The Owl House will **charge the credit card above to the value of \$35 per person** (or the minimum spend, if Exclusive Use is checked) and I authorise this payment. This amount is the minimum spend for the event and will be credited against the final bill. I agree that this entire amount will be retained as a Cancellation Fee if my group does not show up, or if the reservation is cancelled with less than 48 hours' notice (7 days' notice for Exclusive Use reservations or those made more than 14 days in advance). I agree to the conditions on both pages of this document, and will confirm Final Numbers 24 hours' prior to the event.

Cardholder's Signature: _____