

## **BOOKING AND CANCELLATION TERMS**

Reservation is binding and valid when A&S Restaurants Sales Office has confirmed it in writing. Changes and cancellations are to be made in writing.

### **Specifications**

- Reservation is valid for the number of persons the subscriber has informed. Decrease in the number of participants will be noted in full if informed:
  - 7 days before the occasion if the group size is maximum 25 persons
  - 14 days before the occasion if the group size is 26-50 persons
  - 30 days before the occasion if the group size is over 50 persons
- After that, the decrease in the number of participants will be noted up to 10% change if informed at the latest 3 working days before arrival. Otherwise the restaurant is entitled to charge the pre-booked services according to the number of persons last informed.
- If the number of participants drops essentially reserves the restaurant the right to make changes to the seating arrangements. However, if the subscriber wants to keep the original arrangements is the restaurant entitled to charge extra fee for the use of bigger premises.  
Menu choice of the group is to be informed at the latest:
  - 7 days before the occasion if the group size is 16-25 persons
  - 14 days before the occasion if the group size is 26-50 persons
  - 30 days before the occasion if the group size is over 50 persons
- Please confirm at the latest 14 days before the occasion the following details:
  - dietary requirements
  - drinks order for the group bill
  - name of the host/hostess

### **Cancellation of the whole group of max. 25 persons**

- The cancellation of the whole group must be informed at the latest 7 days before the occasion in order to avoid the cancellation fee.
- When the cancellation is made 6-3 days before arrival, the restaurant is entitled to charge 50% of the value of the reservation according to the number of participants last informed.
- When the cancellation is made later than 3 days before arrival, the restaurant is entitled to charge 100% of the value of the reservation according to the number of participants last informed.

### **Cancellation of the whole group of 26-50 persons**

- The cancellation of the whole group must be informed at the latest 14 days before the occasion in order to avoid the cancellation fee.
- When the cancellation is made 13-7 days before arrival, the restaurant is entitled to charge 50% of the value of the reservation according to the number of participants last informed.
- When the cancellation is made later than 7 days before arrival, the restaurant is entitled to charge 100% of the value of the reservation according to the number of participants last informed.

### **Cancellation of the whole group of over 50 persons**

- The cancellation of the whole group must be informed at the latest 30 days before the occasion in order to avoid the cancellation fee.
- When the cancellation is made 29-14 days before arrival, the restaurant is entitled to charge 50% of the value of the reservation according to the number of participants last informed
- When the cancellation is made later than 14 days before arrival, the restaurant is entitled to charge 100% of the value of the reservation according to the number of participants last informed.

### **General cancellation terms**

- If the restaurant has made special arrangements according to the wishes of the subscriber, for example ordered programme, decoration, arranged special opening hours etc., the subscriber commits himself to pay the costs of the made arrangements in case of cancellation.
- If the food and beverage order is not made e.g. due to a short notice reservation, the restaurant is entitled to charge according to the cheapest menu in the offer.
- Concerning drinks the cancellation fee is charged according to opened/prepared drinks for the occasion.
- Exceptions to the booking and cancellation terms can be made, if exceptions are in writing and agreed by both the subscriber and the A&S Restaurants.
- The booking cannot be transferred to a third party without the approval of the A&S Restaurants.

### **Payment terms**

If payment terms are not agreed beforehand, the subscriber will pay with cash or bank/credit card. If the subscriber has an invoicing agreement with the A&S Restaurants, an invoice can be sent afterwards. An invoicing fee will be added. Interest for overdue payments is according to Finnish interest law. Please notice that in some cases we may require a deposit.

### **Subscriber liability**

The subscriber commits to the aforementioned reservation and payment conditions at the time of confirming the reservation. Furthermore, the subscriber is responsible for the equipment and property he or she may bring into the restaurant space. The subscriber must adhere to the restaurant staff's instructions relating to the usage of the space and its property. The subscriber is responsible for any damages that his or her equipment and property or event guests or performers cause to the premises and the restaurant's property. At the event of any damages, is the restaurant entitled to charge the subscriber for any possible repairs, cleaning or other expenses relating to the damages.

### **Sales Office**

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24.2.2020