



MEXICAN CAFÉ CHRISTMAS RESERVATIONS
TERMS AND CONDITIONS

Dear Customer,

As a result of numerous instances in which we had last minute cancellations and other issues during the Christmas season in past years, the Mexican Café must reluctantly ask customers, who are requiring Christmas reservations for the coming festive season, to agree to a set of terms and conditions before a reservation can be confirmed.

These terms and conditions will apply to groups of 8 or more persons wishing to make a reservation in the period of mid November until the first week of January.

TERMS AND CONDITIONS

1. For Groups of 12 or more people, a deposit of \$250.00 is required for a reservation to be confirmed. (We may also request a deposit of \$100 for groups of 8 to 11 people.)
2. Deposits can be paid by through the post by cheque, over the phone by credit card, in person at the restaurant or by bank transfer to ASB 12 3488 0016703 01. Please put the name the booking is under and the date of the reservation in the details and particulars.
3. The deposit will be deducted from your bill or refunded by cheque or bank transfer.
4. Cancellation and deposit refund policy
 - More than 2 weeks notice of cancellation – 100% refund
 - Between one week and two weeks notice - 50% refund
 - Less than one week notice – no refund
5. The Mexican Cafe will hold a provisional booking (i.e. no deposit paid) only so long as there is no other request for booking on that night. Should a subsequent request for a booking be made, you will be contacted and given the option to confirm your reservation by paying the deposit within 3 days.
6. Final numbers for your group must be confirmed no later than 1 day prior to the date of the booking and all of the confirmed number are expected to dine.
7. Should the number of people attending be less than the confirmed number of persons, the Mexican Café reserves the right to charge \$25.00 for each absentee up to the confirmed number of people. Please note that this will only apply in extreme cases where say, 25 have confirmed but only 15 turn up. Discretion will be used should this condition need to be considered.

Please be informed that only one account per table will be issued and only one payment per table accepted.

Also please be aware that we are not BYO and are strictly fully licensed.

The Mexican Café regrets having to make this process so formal, but events of previous years have forced our hand somewhat. Please be assured that we remain committed to making your celebration of the festive season as memorable and hassle free as possible.

Please indicate your acceptance of these terms conditions by signing below and returning this notice in the pre paid envelope provided (if applicable) or by fax to 302 2526 or by e mail to mexicancafe@ihug.co.nz

Best regards,
The Mexican Cafe.

I (please print name)
Declare that I am authorised to sign this document on behalf of the group making this reservation and that I / we accept the terms and conditions as set out above.

NAME OF THE GROUP / BOOKING.....

DATE / TIME OF BOOKING.....

AUTHORISED SIGNATURE

Saludos and Gracias!