



Reservation Confirmation / Agreement

Reservation Name: _____ Contact Name: _____

Reservation Date: _____ Arrival Time: _____ Number of Guests: _____

Postal Address: _____

Contact Details: W: _____ M: _____ AH: _____

Fax: _____ Email: _____

Many thanks for your booking.

We are pleased to accept your booking on the following conditions of our cancellation policy:

- We, Sumac Restaurant & Bar have a cancellation policy which applies to cancelled reservations.
- You must confirm to Sumac Restaurant and Bar the final number of persons attending at least 24 hours prior to the reserved sitting time.
- If you do not confirm the number of attendees we may charge you a cancellation fee of \$ (50%) per person for those people who do not attend.
- You must advise us of any cancellation of a reservation at least 48 hours prior to the reserved sitting time.
- If you cancel a reservation within 24 hours of the reserved sitting time we may charge you a cancellation fee of \$ (50%) per person.
- For special events a \$ (50%) deposit per person is required 48 hours prior to the reserved sitting time (where applicable).
- Menu (or choices where applicable) must be placed 48 hours prior to the reserved sitting time.
- All menu items are subject to change according to seasonal availability.
- To book exclusive use of the restaurant a minimum spend is required.
- By making a reservation with us, you are entering into a legally binding contract with us.
- Our cancellation fee is a genuine pre-estimate of our loss if you fail to keep your reservation.

- We require you to provide your credit card details below:
 1. to identify you; and
 2. to charge you any cancellation fee if required by our cancellation policy

- I, _____ have read and understood the above cancellation policy and agree to be bound by the conditions of the cancellation policy.

Type of Credit Card _____ Credit Card Number _____

Expiry Date _____ Cardholder Name _____

Deposit (if required) _____

I, _____ consent to Sumac Restaurant & Bar using this personal credit card information to charge in this manner.

Signed _____ Date _____

Please return to Sumac Restaurant & Bar as per details below.