

**EVENTS BROCHURE** 





# PLANNING YOUR GROUP BOOKING

Thanks for choosing Solo to host your event!

We have put together several popular packages to help us to plan your event and ensure that everything runs smoothly on the day.

If you don't see what you are looking for or want to explore any changes to our

standard packages, please just ask and we will try to accommodate your request!

This guide contains the following group package options:

- 1. Group Drinks
- a) Welcome drinks
- b) Open bar

(Food packages, please enquire directly to site)







### GROUP DRINKS

Welcome Drink	Per Person	Included
Wine (White/Red/Rose)	£6	Cal Y Canto Verdelho/Cal Y Canto Tempranillo/Pinot Grigio Delle Venezie
Classic Cocktails	£10	A Selection of Classic Cocktails (*Bespoke Cocktail Menu also Available)

A) Welcome Drinks (Pre-order & Pre-payment required) Welcome drinks vouchers will be provided to the group lead to distribute to guests, who may collect welcome drink from bar or service station.

B) Open Bar Tab (Pre-order & Pre-payment required)

Group lead may place a pre-paid tab at the bar for guests to order from and, if needed,' "Top Up"' as they go.



### PRICING & PAYMENT

- To secure a booking we require a Reservation Deposit of 50%. Bookings are not confirmed until a Reservation Deposit has been paid.
- If you fail to reach the Minimum Spend, the remaining amount will be deducted from the deposit and allocated towards meeting the minimum spend.
- If you reach the Minimum Spend requirement, your Reservation Deposit will be returned as long as you meet the general criteria stated in our Ts & Cs.

Roof Terrace	Monday to Thursday & Sunday £1000 Minimum Spend	Friday £1750 Min Spend Saturday £2000 MinSpend
Gardon, Back Area	Monday to Thursday & Sunday £750 Minimum Spend	Friday & Saturday £1000 Minimum Spend
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December Bookings Roof Terrace	Monday to Thursday & Sunday £1500 Minimum Spend	Friday & Saturday £3000 Min Spend

Payment is facilitated via our online booking system.

You will receive a separate email containing the details for making the Reservation Deposit.

### PRIVATE DINING



### ROOF TERRACE

Capacities

50 - 60 sitting 100 mingling **Amenties** 

TVs

DJ BOX -

bluetooth and aux



# OLIVE GARDEN

Capacities

80 sitting 120 mingling



## PALM GARDEN

Capacities

40 sitting 60 mingling



#### **TERMS & CONDITIONS**



#### Reservation

- To secure a booking we require a Reservation Deposit of 50% we may accept other bookings for the same slot, regardless of the level of progress of communications towards your booking, until the Reservation Deposit has been paid.
- The deposit will be refunded once the minimum spend requirement is met
- Deposits cannot be used towards any drink or food purchases.
- Neither you, nor any of your guests, damage any venue contents, fixtures or fittings; or fail to remove any items or decorations from the venue at the end of your booking.
- You, and your guests, follow the reasonable instructions of the venue manager or venue staff, including regarding sound volume limits, last orders, and closing times.
- Neither you, or your guests, consume food or drinks brought from outside the venue; behave aggressively towards any venue staff; or cause a nuisance to any venue staff, guests, or venue neighbours.
- Dress Code: a smart casual dress code is required for all private hire and group bookings.

#### **Exclusive Use**

- If you fail to reach the Minimum Spend, the remaining amount will be deducted from the deposit and allocated towards meeting the minimum spend.
- If you reach the Minimum Spend requirement, your Reservation Deposit will be returned as long as you meet the general criteria for deposit return stated above.
- Please note that the venue toilets are located in the Bar/ Restaurant area. Unless you have a Whole Venue booking, guests using other parts of the venue may need to access the toilets via the Bar/ Restaurant during your booking.
- Please note that if your group sizes falls significantly short of your requested group size after 1 hour of your booking slot, the venue reserves the right to remove the exclusive use and allow access to other guests, to avoid significant loss of trade. If this occurs, we will endeavour to ensure that the booking party still has sufficient space for all of its guests in attendance.

#### DJ or other entertainment

- Any DJ, or other form of entertainment, must be confirmed by you in writing, and approved by Solo at least 5 days before your booking date. As a requirement of our licence, DJs or entertainers may only perform on the roof terrace whilst it is in its "closed" configuration. Venue music may be played on the roof terrace in its "open" configuration until 9pm, or after 9pm with the roof terrace in its "closed" configuration.
- Solo is able to provide the following sound equipment: speakers, mixer, twin-rca connection cable. DJs or other entertainers must bring any other form of connective equipment, and it is advisable that they attend the venue at least 1 full day prior to the booking to test connectivity. All sound amplification must be via Solo's speakers, and no additional speakers or sound amplification equipment may be brought to the venue. This restriction also applies to any "booth" or "monitor" speakers.
- Sound and music volume will be set at all times according to the manager's so as not to cause a public nuisance. All requests by venue staff to adjust sound volume must be followed immediately. Failure to follow reasonable requests will result in power being cut to the devices, and no deposit refund will be offered. The organiser agrees to accept full responsibility for any noise nuisance notices issued during the time of their event, including to pay any fines issued by the Licensing Authority as a result.

#### Venue hours of operation

Your booking must take place within the regular opening hours of the venue:

#### **TERMS & CONDITIONS**



#### Before your booking

- All pre-orders must be communicated to Solo, and paid for in full, at least 5 days before your booking. If this is not the case, we may not be able to guarantee delivering the pre-ordered items at your booking. In these circumstances the booking reservation will proceed as otherwise planned, but in the absence of pre-ordered group packages not fully paid in time. Please note that 12.5% Service Charge applies to all pre-ordered packages.
- Any special requests you wish to have for your booking must be communicated to and confirmed in writing by Solo at least 5 days before your booking. For example, any decorations or other items you wish to bring to the venue, or any DJ or other entertainment you wish to have at your booking. DJ's and other entertainers are advised to attend Solo at least 2 days prior to the booking to ensure they have appropriate connection leads for their equipment.
- Cancellation policy:
- Booking cancelled at least 6 weeks before booking date: 70% Reservation Deposit will be returned, minus £30 admin fee
- Booking cancelled after 6 weeks of booking date: 50% Reservation Deposit will be returned, minus £30 admin fee
- Booking cancelled 1 week before booking date: 0% Deposit will be returned
- For bookings cancelled by the venue for any reason, including due to enforced national or local Covid restrictions: 100% Reservation deposit returned. We reserve the right to cancel bookings, with adherence to this refund policy.

#### On the day of your booking

- The booking lead, or another individual confirmed to Solo at least the day before the booking, must arrive no later than 30 mins after the booking start time. If arrival time is more than 30 mins after the booking time, the reservation deposit will be retained due to lost trade. We will continue to hold your reservation space for a further 30 mins, after which time we cannot guarantee to provide the reserved space.
- You may access your reserved area up to 30 mins before your booking start time to set up any equipment, or decorations, that have been approved. However, please note that the booking area will not be closed to other guests until the start time of your booking, and they may still be using the area before your booking start time. It is not permitted to use any form of sticky tape to affix items or decorations to the venue fixtures and fittings. Any decorations brought to the venue must be completely removed by the guests at the end of the booking.
- Solo accepts no responsibility for gifts or other items brought to the venue during a booking or left at the venue after a booking.
- The venue reserves the right to refuse entry or require to leave the premises any booking guests who are overly intoxicated, or otherwise unsuitable for entry to the venue. Booking guests must adhere to the reasonable requests of the venue managers and staff throughout the booking.
- Accept where previously agreed in writing by the venue, only food and drink purchased on the premises may be consumed within the venue grounds. Service Charge of 12.5% will be applied to all orders by booking guests.
- By submitting your deposit, you acknowledge and agree to abide by our terms and conditions.





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