



TERMS & CONDITIONS

RESERVATIONS

VENUE HIRE/FUNCTION FEES

- We do not charge a Venue Hiring fee
- For tables of 10 people or more, a **R30 per head 'function fee'** is charged for guests who do not order something to eat from our a la carte menu or pastry counter. This only applies to guests who are ordering beverages only. If you have ordered a meal or have selected one of our set menus, this of course does not apply.

FINAL NUMBER OF CONFIRMED GUESTS

- Please let us know should your final confirmed number of guests change (even as late as on the morning of your reserved date). This will allow us to plan our seating for the day and to add/remove tables to your reserved section of the restaurant. We reserve unused seats for a significant period of time before a reservation arrives and should some of your guests not arrive, we reserve the right to charge a R30 per head 'function fee' mentioned above to recoup part of the cost of reserving those tables and removing them from service during this time.

If you are more than **20mins late** for a reservation We reserve the right to give your table away

SERVICE CHARGE

We insist on a minimum **10% service charge** – this will be given to the waitron/s serving you and your guests

CAKE-AGE

- We have a fully operational bakery and we would prefer that no other baked goods are brought into our restaurant. Please request our list of 'cakes/pastries to order' price list
- If you have specially arranged for someone to bake a cake or there if we are unable to accommodate your cake requests, you are most welcome to bring it along. Please do bring it to our attention in advance.
- We charge a **R10 cake-age fee** per standard slice of cake (subject to our discretion), cupcake, biscuit or baked item brought into our restaurant.
- The cake-age fee mentioned above will only be charged if the baked items are **consumed** on the premises of Four and Twenty. We do not charge cake-age if the cake is for *decoration purposes only* or if the baked item is *packaged for taking home as a gift* and does not form part of the food offerings for the day

PLEASE TAKE NOTE: Cakes brought in and not made by Four and Twenty:

- Any cake boxes required for take-home slices of cake (sliced by yourselves) will be charged for at R5 per small box. You would be welcome to bring along your own cake boxes if you wish.
- We can arrange for our pastry chefs to slice your cake and serve in boxes for your guests to take home, we do offer a slicing and packaging fee of R10 per packaged cake slice, including the box.

TABLE DECORATIONS

In general, we will have your reservation area cleared between **30min to 1 hour** before your guests are due to arrive. If you would specifically like to have 'set up time', please request so a time can be confirmed before-hand and we can ensure the area is available for the set up.

- You are welcome to decorate your tables however you wish! 😊
- Please keep glitter and confetti to a minimum when decorating your tables, for cleaning-up purposes.

AFTERNOON FUNCTIONS

Saturdays.... we close at 5pm, you are welcome to settle your bill at 5pm and stay until 5:30pm

Sundays.... we close at 4pm, you are welcome to settle your bill at 4pm and stay until 4:30pm

We request that you please respect the above closing times to ensure our staff are able to complete their evening duties

LARGE RESERVATIONS: 15 guests or more

1. PLEASE SELECT ONE OF OUR SET MENUS
2. A DEPOSIT PAYMENT IS REQUIRED – *at least 1 week before booking date*

SET MENU OPTIONS

BREAKFAST/BRUNCH R110 or R140 per head set menus

BRUNCH FEAST R250 per head set menu

LUNCH R110, R150 or R200 per head set menus

AFTERNOON TEAS R150, R200 or R250 per head set menus

Please note all the above menus (except for the Brunch Feast) excludes all beverages

All set menus exclude a minimum of 10% service charge for your waitron/s serving you and your guests on the day

Please take note for pre-selected afternoon tea menus. . .

We strongly recommend our menu selections and their quantities per person. These have been specially designed for a specific number of people in order to sufficiently cater for yourself and your guests on the day. Should more than the confirmed number of guests arrive on the day without prior arrangement, we reserve the right to charge a R30 'function fee' per person over and above the confirmed number of guests. If this is 'out of your control', you may discuss an alternative arrangement with the manager on duty whereby additional food is ordered from our pastry counter to avoid this fee. We do not recommend this as items are subject to availability and are produced to be on offer for our other customers on the day. Thank you for your understanding.

DEPOSIT DETAILS

A deposit of **R100 per person** is payable upon confirming your reservation.

The deposit will be deducted from the total of your bill on the day.

Should fewer guests arrive on the day, we reserve the right to their portion of the deposit payment (R100 per person)

Your reservation will only be confirmed and secured upon receipt of proof of payment.

Proof of payment may be sent to accounts@fourandtwentycafe.co.za

CANCELLATION POLICY

In the event of cancellation, your deposit payment is 100% refundable up to *14 days before* the reserved date.

If you cancel less than *14 days before* OR you do not arrive for your reservation, the deposit is non-refundable.

BANK DETAILS

Acc. name: Four and Twenty

Bank: First National Bank

Branch: Client Resolution

Branch code: 250655

Acc. number: 627 250 470 48