



## Group Dining

Whether it's a birthday celebration with all your friends, or a private room for your office party, our Group Dining for up to 45 guests is perfect for a special and memorable celebration.

Group Dining applies to parties of more than 12, or to any reservation requiring a private room. A minimum spend applies for all exclusive use requests, which depends on the day and time.

	<b>Group Dining</b>	<b>Exclusive Use of Brasserie (Off Peak)</b>	<b>Exclusive Use of Brasserie (Peak)</b>
Party size	13 – 19	1 – 45	1 - 45
Applicable lunches	Monday to Saturday	Monday to Saturday	N/A
Applicable dinners	Monday to Saturday	Monday to Thursday (January to November)	Friday & Saturday (all year) Monday to Thursday (December)
Exclusions & Restrictions	Among other diners. Group may be spread across several tables.	Minimum spend applies.	Minimum spend applies.
Minimum Spend (Deposit)	None	£1,000	£3,000
Room Hire Fee	N/A	None	None

*Please note that Exclusive Use is not available during the peak Christmas period (Friday or Saturday evenings in December)*



## Exclusive Use Bookings

To request an Exclusive Booking, please complete our request form: <https://forms.office.com/e/H0BdkNmR4N>. Upon receipt of your form, our team will get in touch with you to confirm your details, and to take payment of your deposit. Please note that your booking is only confirmed once you have received an email confirmation and payment receipt from us.

There is no room hire charge for Exclusive Use, but please note that a Minimum Spend applies (set out in the table above). Please also note that Exclusive Use is unfortunately not possible on Friday or Saturday evenings during the peak festive period. We kindly advise that guests wishing to host an Exclusive Use Christmas party opt for a Monday to Thursday evening or a lunchtime reservation instead, as we are unfortunately too busy on Friday and Saturday evenings in December to accommodate large group reservations.

For any queries, or if you have not heard from us within 24 hours of submitting your form, please contact our team via [eat@banjojersey.com](mailto:eat@banjojersey.com) or call us on +44(0)1534 850 890. Please also use these contact details to get in touch if you would like to make a non-exclusive booking.

## Group Dining Menus

A pre-order is required for all group bookings. A copy of our current Group Dining Menu is available [on our website](#), but please note that we change our menus several times per year to offer the best seasonal and local ingredients, so there may be some slight changes if you are booking several months in advance. Our team will let you know if this will be the case, and will provide the latest menu as soon as it is available. The Group Menu will always include meat, fish, and plant-based options, as well as choices that are gluten-free, dairy-free, and vegan.



The Group Dining Menu is available from January to late November; from late November to December, groups will be asked to select from our Christmas Menu instead. This will be available to view on our website from late summer.

## Menu Selection

Once we have received your deposit and confirmed your date, our team will contact you to request a list of invitees. We will then provide an online pre-order form for you to share with your group, where invitees can easily select their chosen dishes.

We kindly request that all pre-orders are submitted no later than seven days prior to your event to assist with our kitchen planning and to ensure your meal runs smoothly.

If you do not wish to collect pre-orders, a set menu option is also possible. If you would like a set menu, you may choose your own menu of one starter, one main course, and one dessert from our Group Dining Menu, to be served to all guests. Please let us know when you send your list of invitees if you wish to select a set menu, and we will be happy to arrange this for you. Guests opting for a set menu may choose one dish from the Group Menu per course, with a plant-based option also available for vegetarian and vegan guests. We will require confirmation of the number of vegetarian and vegan customers, and any other dietary requirements, no later than seven days prior to the booking to ensure a suitable alternative can be arranged for those guests.

## Room Layout

Once your date is confirmed, our team will also ask you to confirm your desired room layout for your reservation. The table plan options are set out at the end of this document, with options for a smaller number of longer tables, or a larger number of small tables.

The best layout will depend on your preferences, and on the number of guests attending. Please kindly review the layout options available, and let us know your preference for Layout A, B, or C when confirming the invitees for your event. We will ensure that the tables are set up accordingly for your reservation.

## Seating Plan

If you have a seating plan for your event, we will kindly ask you to provide this at least seven days prior to the event, so that we can align the seating plan with your guests' pre-orders. This will mean that we can serve each table's food all together. If you do not have a seating plan and have not opted for a set menu, we will bring out each type of dish all together, rather than serving one table at a time.

## Celebratory Cakes

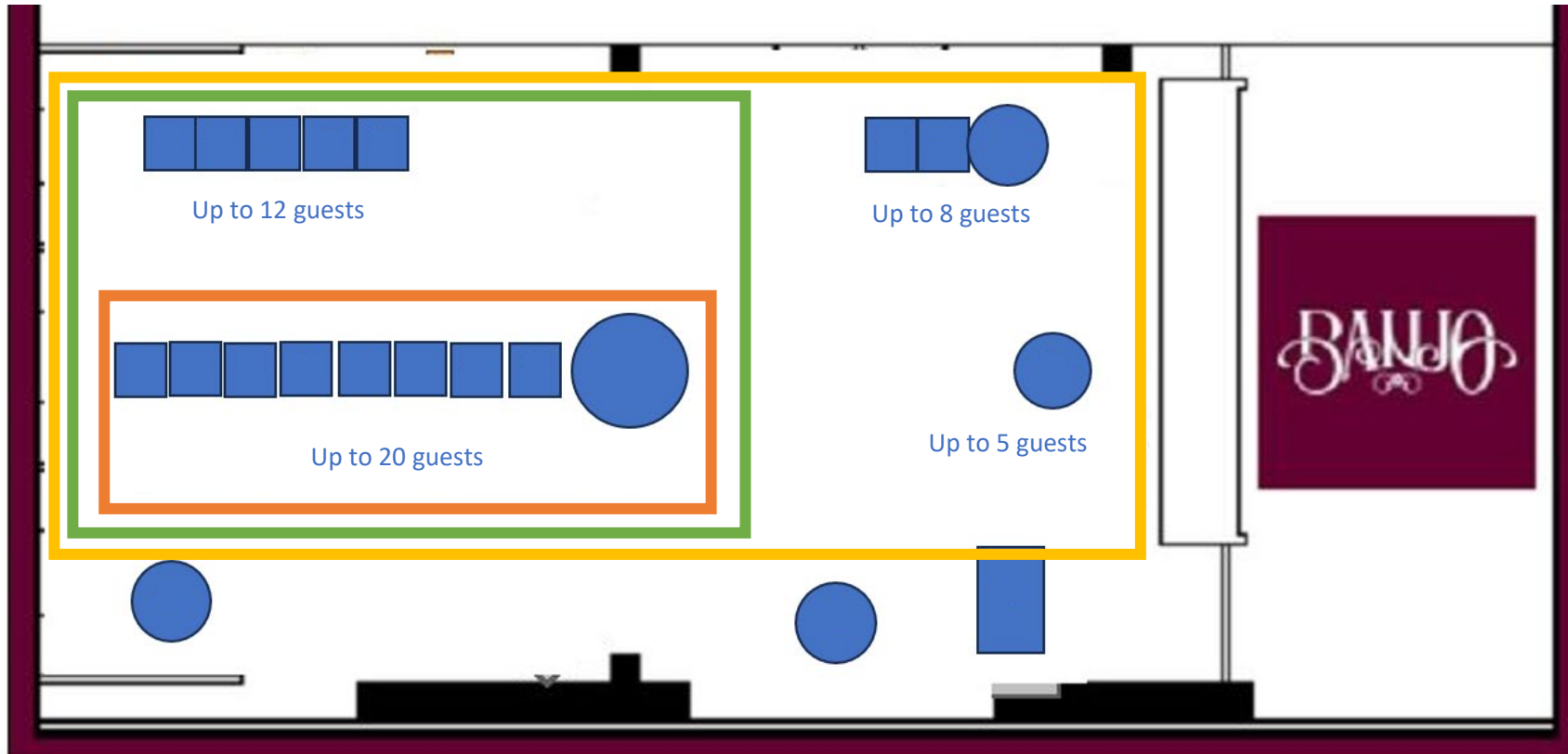
If your event is for a special celebration, we would be delighted to make a cake to help celebrate. All cakes are handmade by our talented chefs, with a choice of chocolate or raspberry mousse. If you'd like more information, please ask our team when confirming your menu choice. To order, please complete our cake order form at <https://forms.office.com/e/f5r5iVemu9>.



The following room layout options are available for the Brasserie.

## Exclusive Use – Room Layout A

(Mixed table sizes)



1 – 20 guests

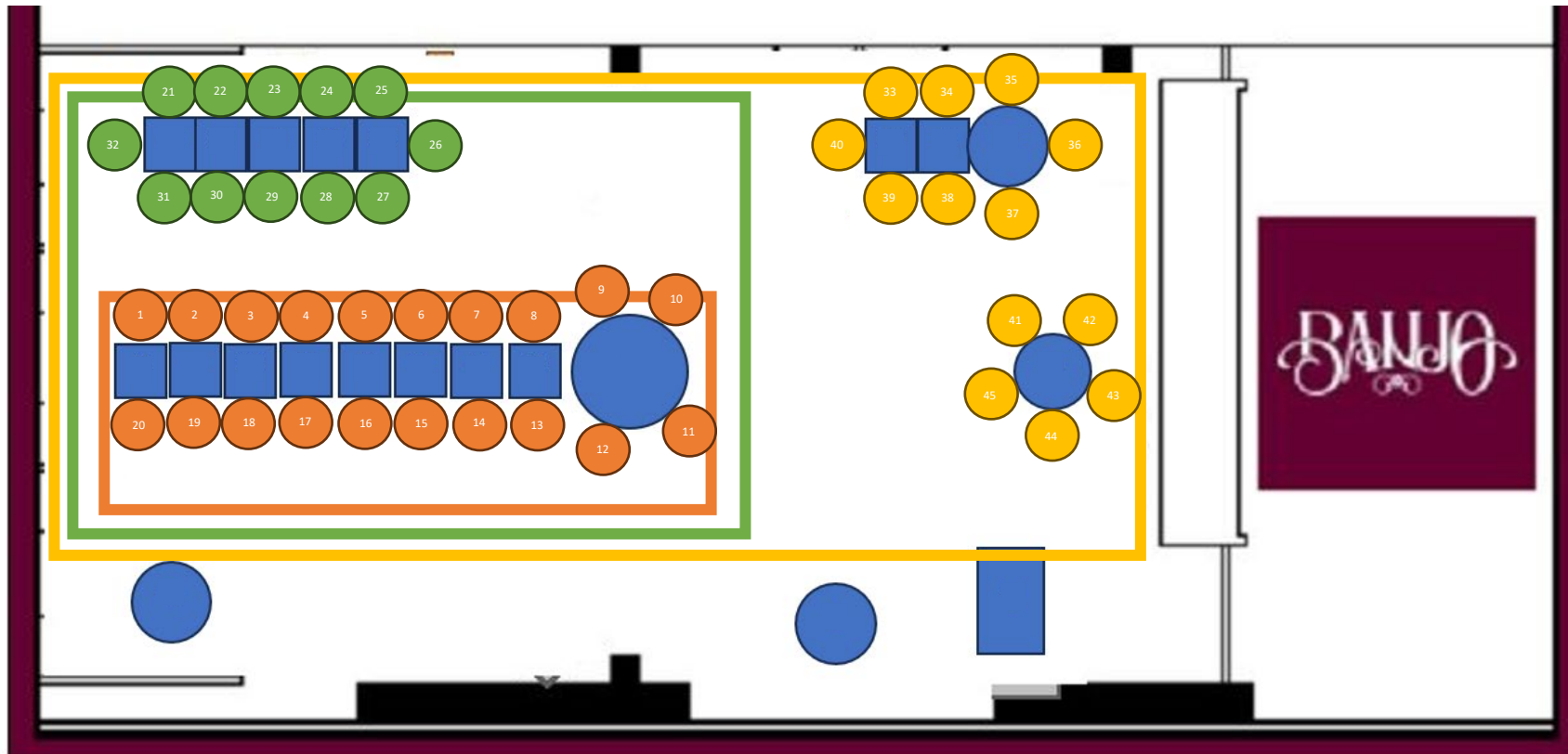
Up to 32 guests

Up to 45 guests



## Exclusive Use – Room Layout A

(Mixed table sizes)



1 – 20 guests



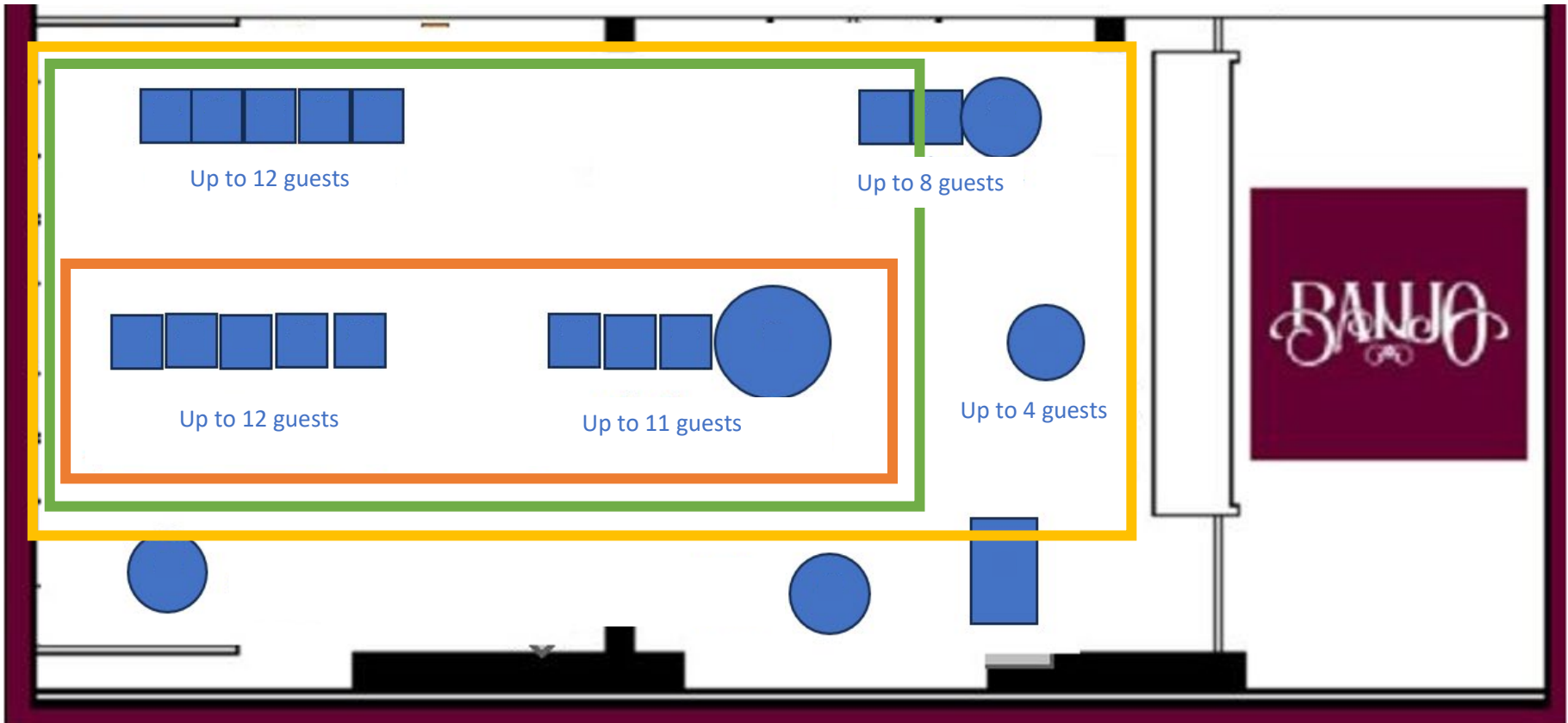
Up to 32 guests



Up to 45 guests

## Exclusive Use – Room Layout B

(Mixed table sizes)



1 – 23 guests



Up to 35 guests

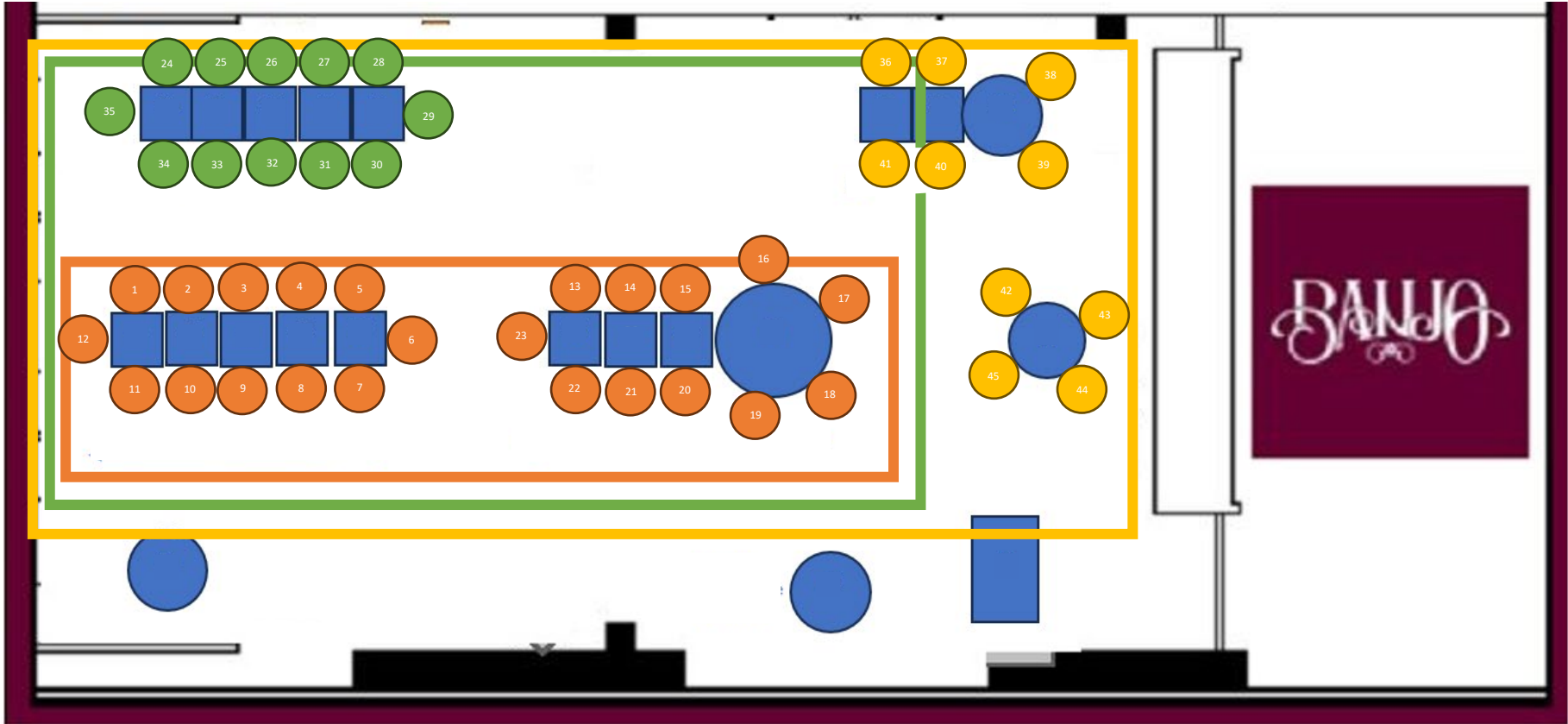


Up to 45 guests



# Exclusive Use – Room Layout B

(Mixed table sizes)



1 – 23 guests

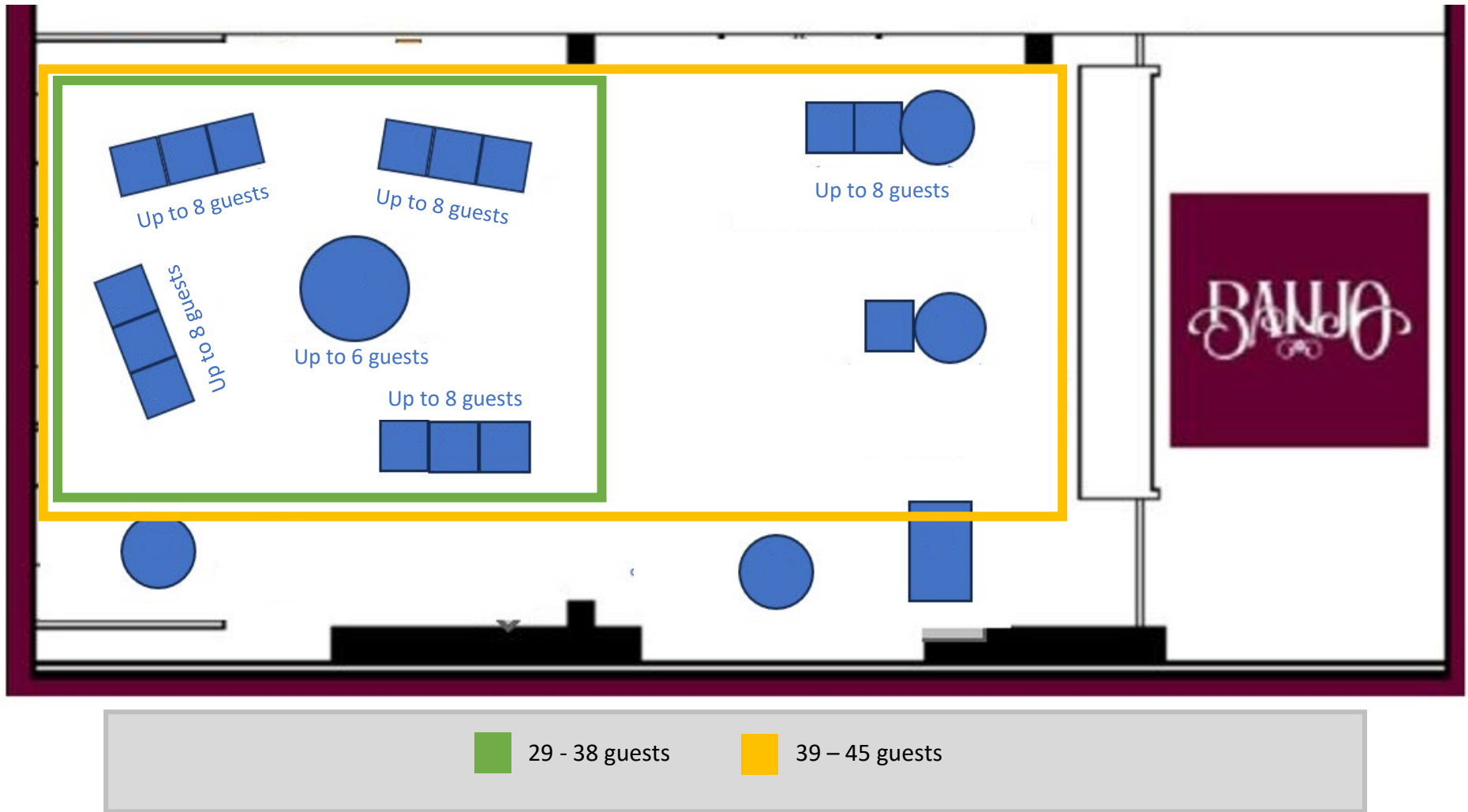
Up to 35 guests

Up to 45 guests



## Exclusive Use – Room Layout C

(Similar table sizes)

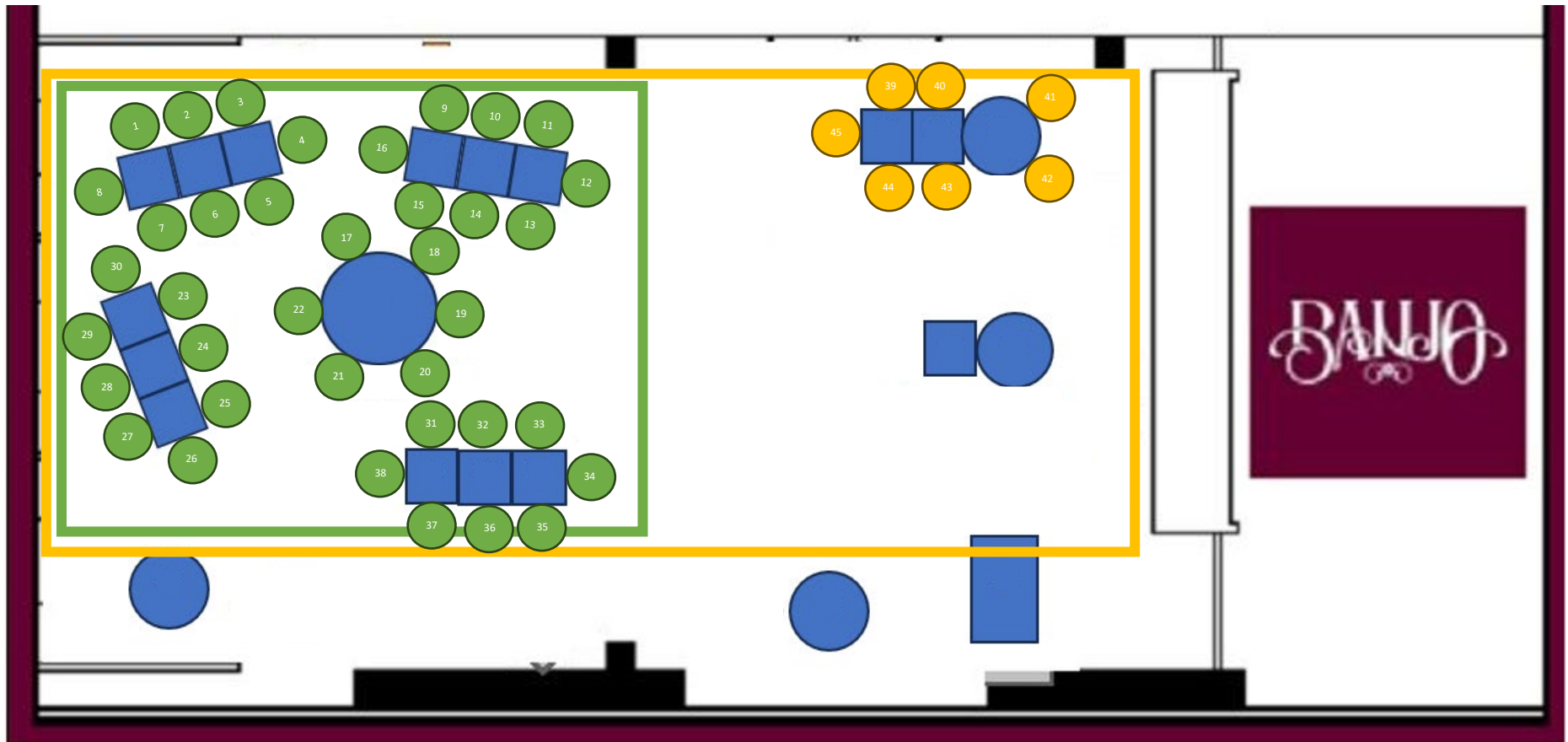






## Exclusive Use – Room Layout C

(Similar table sizes)



 29 - 38 guests       39 – 45 guests

## Exclusive Use - Terms & Conditions

- 1. Deposit:** We require a deposit to secure all bookings, equal to the minimum spend amount, and payable at the time of reservation. Reservations are not confirmed until the deposit has been received, and a confirmation and receipt sent to you. Regrettably, we are unable to hold any room until the full deposit has been received. Should we not have received a deposit from you, we reserve the right to offer the room to another party, should a conflicting request be received.
- 2. Exclusive Use Definitions & Exclusions:** All Exclusive Use bookings will have exclusive use of the Brasserie only. The Dining Room, Banjo Bar, Meeting Rooms and Bedrooms will remain open and will continue to welcome other guests throughout the duration of your booking. Your reservation includes exclusive use of the Brasserie for the lunch or dinnertime of your booking. All Exclusive Use bookings are served from our Group Menu, and may order drinks from our A La Carte menus. We can arrange for bottles of wine to be on the tables before your arrival; please get in touch to arrange. We kindly request that, for food safety and licensing reasons, no food or drinks are brought onto our premises. Your private dining room will be arranged in the most suitable layout for your party size. Regrettably, we cannot add extra furniture or remove items of furniture from the room.
- 3. Pre-Orders:** A pre-order is required for any party of more than 12 guests. A pre-order link will be sent to the organiser once a deposit has been received and the booking confirmed. We kindly request that all pre-orders are received at least seven days before your meal. Please note that it is the organiser's responsibility to ensure that the pre-order is provided within the requested timeframe. We regret that we will not be able to send reminders and chasers to ensure pre-orders are completed, and should we not receive a pre-order within the requested timeframe, we reserve the right to serve the default option to any guest who did not advise us of their pre-order within the requested time. The default option will typically be the vegan option from the Group Menu, to ensure suitability for the majority of dietary needs.
- 4. Allergies & Dietary Needs:** Dishes on the group menu are marked with a dietary key to show which are suitable for those following a dairy-free, vegetarian, vegan, or low-gluten diet. For those with a food allergy or intolerance, allergen information for the fourteen main food allergens, is set out at [jprestaurants.com/banjo-allergies](http://jprestaurants.com/banjo-allergies). We ask that any guest with a food allergy or intolerance check the Group Menu dishes against the Allergen Menu, before making their choice and submitting their pre-order. It is the guest's responsibility to check that their chosen dish does not contain the relevant allergen before they submit their pre-order form. Upon arrival at the restaurant, we also kindly ask that the guest with the food allergy also speaks to the Duty Manager, so that the Duty Manager can flag the allergy against the guest's dishes, so that extra care is taken to avoid cross-contamination in the kitchen. We have taken care to create a Group Menu that fulfils as many different dietary and allergen needs as possible, however in the unlikely event that it does not fulfil a guest's needs, please let us know as soon

as possible, and we will do our best to find a different dish.

5. **Untracked Allergies & Dietary Needs:** Our allergy approach is set out at [jprestaurants.com/allergies](http://jprestaurants.com/allergies). For guests with a food allergy that is not one of the main fourteen, we unfortunately do not track these with our suppliers or in our kitchens, and so cannot be as certain with respect to the 'may contain' or cross-contamination risks, as we generally do not hold this information. If a guest has an allergy or dietary need that is not tracked as part of our processes, please let us know as soon as possible and we will do our best to advise.
6. **Celebratory Cakes:** We kindly request that, for Food Safety reasons, food that has not been prepared in our kitchens is not brought onto, or consumed, on our premises. This includes birthday cakes and other such celebratory desserts, however we would be very happy to make a cake for you in advance of your meal. Please ask at the time of booking if you would like to know more about our cake options, and we will send you the information and cake order form.
7. **Third-Party Providers:** We kindly request that, for the comfort and convenience of other guests, AV equipment, musical instruments, decorations, and other such equipment is not brought onto our premises.
8. **Exclusive Use Dining Timings:** The Duty Manager will discuss your meal timings with you, and will let you know what time we will begin serving your meal. You should expect to be ready to eat at the time of your reservation, but please note that service may take around 30 minutes, depending on the time of day and the size of your group. If you wish to have drinks beforehand, we recommend advising your guests to arrive earlier than the booking time. You may also arrive early if you wish to greet your guests or set anything up, however for practical reasons, we kindly request that you arrive no more than 60 minutes prior to your booking time. All lunch bookings must vacate the room by 4pm, and dinner bookings by 11pm, unless otherwise agreed with the Restaurant Manager.
9. **Room layout:** Please refer to our room layout guides above to see the possible configurations for the Brasserie, and please confirm when you book if you have a preference as to how the room should be set up. Please note that, owing to furniture and space restrictions, we regret that we cannot deviate from the published layout options.
10. **Guest Conduct:** We kindly request that all guests behave respectfully towards our staff and towards other users of Banjo and 8 Beresford Street. Anyone exhibiting behaviour that could be deemed disruptive, disturbing, or causing of any nuisance, will be asked to leave. Should such behaviour be sustained or extreme, your whole party may be requested to vacate the premises. In such an event, no refund will be issued.
11. **Additional Charges:** We kindly request that the Brasserie is left in the manner in which you found it. We reserve the right to charge you for any damage to the room, its fixtures or fittings, or any other damage caused by you or your guests on the premises. This includes a fee for any excessive cleaning as a result of confetti or decorations that have been left in the room.



Additional charges may also apply if the Brasserie is not vacated by the agreed time. Food or drinks consumed in the restaurant and bar, above and beyond the deposit amount, must be paid for on the day.

12. **Cancellation by you:** Should you wish to cancel your reservation, we request a minimum of fourteen whole days' notice of cancellation. Bookings cancelled with fourteen whole days' notice will receive a refund of the deposit paid, minus a processing and administration fee of £25. Bookings cancelled with less than fourteen whole days' notice will forfeit their deposit. We recommend taking out insurance for your event, in case of any issues requiring you to cancel.
  
13. **Cancellation by us:** Once a booking has been confirmed, we will take all reasonable steps to ensure that your booking can go ahead as planned. In very rare circumstances, we may need to cancel a confirmed booking (for example, in the event of fire or water damage to the building, or serious illness of multiple staff members). Should we need to cancel your booking for any reason related to our building or staffing, we will let you know as soon as practicable, and will issue a full refund of any monies paid. In the event of unforeseeable circumstances that are beyond our control, such as severe weather (snow, storms etc), pandemics, natural disasters, or other 'acts of God', we reserve the right to retain a deposit. We recommend taking out insurance for your event, in case of any such issues requiring you to cancel.