



### **Booking deposits for evening reservations**

When booking an evening reservation, a non-refundable deposit of £10 per person is required at least 4 weeks prior to the date of dining.

You will be contacted by our team 5 weeks before your booking to remind you that the deposit needs to be paid. This gives guests one week to confirm their attendance and make any changes to the booking if required.

If you have not paid your deposit 4 weeks beforehand, we will make every effort to contact you, however if you do not respond we will assume that you no longer want the table, and your booking will be cancelled.

The deposit can be paid:

- Over the phone – please call us on 0114 260 2600
- Via cheque (made payable to The Sheffield College)
- In person at the restaurant (please see our website for opening times)

Please note the deposit is non-refundable and cannot be transferred over to another date. However, guests may transfer a booking and deposit to another name (friend or family member) if unable to attend.

If for any reason we have to cancel the evening a full refund will be made to you.