



Guidelines and Reservations

Reservation:

Zen China at County Hall can accommodate any type of function including business meetings, luncheon, seated dinners, afternoon tea party and cocktail receptions. Please contact the reception team for availability and we will gladly hold the booking for a period of 5 business working days. After the 5 business days, we will be happy to forward your required confirmation or release your hold.

Area Information:

To reserve an area for the entire evening, a food and beverage (F&B) minimum is required, specific to each area, prices are inclusive of VAT, and a discretionary 12.5% service charge will be added to the total bill. Please note that a hiring charge may apply if the F&B minimum spend is not meet the expected requirement.

Room	Capacity		F&B Minimum Spend	Hiring charge
	Seated	Standing		
BAR	15	40	£500	£100
MAIN RESTAURANT	60	120	£2,500	£500
BACK AREA	20 - 30	50	£1,000 - 1,500	£350
GALLERY	10	30	£1,000	£250
WHOLE VENUE	120	200 - 300	From £5,000	£850

Exclusive use of Zen China:

Zen China is available for use exclusively. A minimum spend is required depending on the size of your party. Please contact our Guest Relations/ Restaurant Manager for further details.

Menus:

For parties of more than 10 people, **a set menu is required**. Zen China offers set menus priced from £35 - £55 and will be happy to assist you in planning a menu tailored for your particular needs. The menu price is based on current market availability. Special requests and specific dietary needs can be easily accommodated with advanced notice.

Beverages:

All beverages are priced on a consumption basis. We offer several options for beverage service to suit your needs.

Open Bar: Host pays for all beverages.

Limited Open Bar: Host selects certain items to be made available to guests (i.e. wine, beer, soft drinks, cocktails, etc.) We can provide drink tickets for the host to distribute, in order to manage consumption.

Cash Bar: Guests pay for their own beverages.

If you have specific requests for items that are not listed on our list, we will be happy to accommodate prior to notice is given in advance and are subject to availability.



Flowers & Music:

Special flower and table arrangements can be ordered to suit any specific requirements and budgets. Zen China provides music throughout the restaurant with its own sound system. Personal compact discs may be brought in to be played during your function. Entertainment and live music can be arranged with our in-house artists providing you inform us in advance. Please note that this will be invoice separately.

Other Amenities:

We can watermark the menu with your corporate logo or provide place cards.

SPECIAL DIETARY REQUIREMENTS

We will require a prior notification of any special dietary requirements of your guests. This is to allow our kitchen to prepare an alternative and also to avoid you incurring extra charges.

Guarantees:

A guarantee guest count will be due 3 working days prior to the scheduled event. After that, Zen China can only accept increases in the guest count. Zen China will charge for the guaranteed number of guests or the actual number that attended, whichever is greater.

Cancellation & Deposits:

Deposits are non-refundable if cancellation occurs within 48 hours of the scheduled event or non-arrival of the party. For all events in December the deposit is non-refundable. **All cancellation must be informed in writing.** A £35 per person cancellation fee may be charged in the event of No-Show. In all other circumstances the deposit is fully refundable. Please contact Manager for wedding reservation cancellations and deposits' details at michael@zenchina.co.uk.

Payment:

Payment is due on the day of the function, unless special billing arrangement have been made with the Zen China prior to the event. We accept cash, all major credit cards (except Diners) and company cheques (must be arranged in advance). Company cheques will only be accepted with agreement prior to the event.

For more information please contact our restaurant manager on 020 7261 1196 or email reservations@zenchina.co.uk.