

# ARTEMIS

Dear Sir/Madam,

Warmest greetings from Artemis Grill & Bar!

Thank you for selecting us as a possible venue for your forthcoming event. Further to your enquiry, we are pleased to append the following proposal for your consideration.

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To confirm your booking kindly complete the booking form and return a signed copy with credit card details to [adrian@artemisgrill.com.sg](mailto:adrian@artemisgrill.com.sg)

*Please note we will require a full payment of food cost/minimum spending 30days before the event date.*

## DETAILS

Name:

Tel:

Address:

Email:

Event date:

Lunch Minimum Spending:

- ✓ **SGD15,000.00++** for exclusive use of the restaurant on Saturday or Sunday

Dinner Minimum Spending:

- ✓ **SGD25,000.00++** for exclusive use of the restaurant on Saturday or Sunday

## Wedding Perks

- ✓ Exclusively designed 4 course menu for lunch or dinner
- ✓ Complimentary food tasting for 4-6pax
- ✓ Complimentary bottle Champagne for toasting
- ✓ Complimentary a glass of welcome drinks (non-alcoholic) for all your guests upon arrival
- ✓ Complimentary basic solemnization setup @ Sky-Garden
- ✓ Complimentary basic flower decoration on each table/reception table
- ✓ In-house Printing of Menu Cards, Place Cards, A1 Table Plan, A2 Welcome Signage & Table Number
- ✓ Complimentary usage of basic PA system for background music & 2 wireless microphone for speeches.  
*\*Band to bring their own equipment*
- ✓ Exclusive wedding favours from NEWBY TEA
- ✓ Hotel Partnership with THE ASCOTT [Raffles Place Singapore] -15% off room rates

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ARTEMIS GRILL PTE LTD

123, Market Street #40-01 CapitaGreen, Singapore 048946 Tel: +65 6635 8677  
[www.artemisgrill.com](http://www.artemisgrill.com)

# ARTEMIS

## RESERVATION GUARANTEE

### EXCLUSIVE RESTAURANT BUY- OUTEVENTS

A 20% booking fee will be required for Exclusive Restaurant Buy-Out Events to secure the booking. Booking fee is non-refundable due to changes of dates or cancel of event. Please speak with your wedding planner about your deposit payment options.

## DEPOSIT OPTIONS

All payments made to Artemis shall be in Singapore Currency and can be made by the following options:

- Cash or Credit Card in person at 138 Market Street, #40-01 CapitaGreen, Singapore 048946
- Bank or wire transfer
- Local Company Cheque addressed to "Artemis Grill Pte Ltd"

### PAYMENT DETAILS

Bank	OCBC BANK
Bank Code	7339
Branch Code	686
Account Name	Artemis Grill Pte Ltd
Account Number	686356924001
SWIFT Code	OCBCSGSG

Please note that the remaining bill has to settled at the end of the event VIA Cash or Credit Card.

## CANCELLATION POLICY

The following terms will apply in the case of event cancellation or no show. The percentage charged will be based on the agreed F&B Minimum Spend OR the agreed menu and beverage packages for the guaranteed number of guests, whichever is higher. Prevailing government taxes will also be added to this charge. The cancellation fees will be applied individually to each confirmed event.

NO. OF DAYS TO EVENT	CANCELLATION FEES
> 28 days	no charge
14 – 28 days	20%
5 – 14 days	50%
< 5 days	100%

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## TERMS & CONDITIONS

### FOOD & BEVERAGE (F&B) MINIMUM SPEND REQUIREMENT

F&B Minimums are exclusive of prevailing government taxes (7%) and applicable service charges (10%).

### EVENT LOCATION

Artemis reserves the right to change the designated area of the event if there is a significant change in the number of attendees, as a result of room/area set up requirements, or for any other unforeseen circumstances including weather.

### MENU & BEVERAGE SELECTIONS

All menus and beverages for exclusive restaurant buy-out events must be pre-selected at least (14) fourteen days prior to the event date. If no selections have been made by this time, Artemis will design the menu and beverages for you based on product availability.

All menus are subject to change without notice based on seasonality.

### SPECIAL DIETARY NEEDS

Please communicate any special dietary needs, dietary restrictions or food allergies with your Events Manager no less than (7) seven days prior to your event.

### VENUE INFORMATION

Artemis requires in advance a full list of any items that are proposed to be brought in, to be signed off by management. Any damages to Artemis venue, flooring, carpet, edges, walls, furniture, AV equipment are payable by the client upon signing this agreement.

*Example:*

- No tape of any form is to be used on floors or walls of the restaurant
- No littering at the sky-garden [Strictly no confetti]
- No pets allowed in the building

### IMPORTANT CREDIT CARD INFORMATION

Please note that your credit card information is used to secure your reservation only and will not be charged at the time of making this booking.

Card Number	
Card Holder's Name	
Card Type	
Expiry Date	
CVV	

*Artemis will only charge the card details above if:*

- 1. You select as a payment option to use this card to settle the payment for your event*
- 2. You provide us written permission to charge a portion of your event to this card as part of a pre-payment or deposit plan*
- 3. You cancel your event in accordance to the cancellation policy outlined in this agreement*
- 4. If any balance remains unsettled at the end of the event Artemis reserves the right to charge any remaining balance to this credit card.*

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## IMPORTANT DEPOSIT REFUND INFORMATION

Artemis will only provide a refund for a deposit if the event cancellation falls with the 'No Charge' time frame as listed in the cancellation policy on this form. Booking fee is non-refundable due to changes of dates or cancel of the event.

## PAYMENT OPTIONS

Some payment options require advance receipt of payment seven (7) business days or more in order to process.

*I hereby agree to the listed terms and conditions understand that the cancellation fees stated above will be non-refundable in the event of a cancellation or no show.*

Signature

Date