

Cost transfer form for group bookings

For our event / reservation at the restaurant "Schildkröte Berlin", Kurfürstendamm 212, 10719 Berlin.

Name / Company: _____

Date: _____ Time: _____ Number of persons : _____

We hereby bindingly confirm the assumption of costs for the above-mentioned event / reservation. Should we not be able to maintain the reservation, we will inform the restaurant at least 7 days before the date of the event or reservation.

The following costs will be charged for a cancellation not made by the deadline (compensation for damages within the scope of VAT):

from 7 days before the reservation date → 10 euros per canceled seat*
 from 4 days before the reservation date → 15 euros per canceled seat*
 from 2 days before the reservation date → 20 euros per canceled seat*

**For the calculation of the final cancellation costs, the number of canceled places will be offset against the stated cancellation costs per place, staggered by days.*

In case of a no-show, we charge a fee of 25 euros, plus VAT, for each person who does not show up.

To guarantee your reservation, please provide your billing address and the name of the person who is authorized to sign the invoice on site. We will invoice you to this address for any cancellation costs.**

The following services are covered by the organizer / tour operator / travel agency **(please tick)**:

☐ None ☐ Food only ☐ Food & Drinks ☐ Other :

The costs incurred by the above-mentioned event / reservation are **(please check)**:

☐ paid in advance by bank transfer ☐ settled on the spot. ☐ paid afterwards by bank transfer.
 (invoice by email) (invoice on the spot) (invoice by email)

***Receivables invoiced by Tafelrunde Gaststättenbetriebs GmbH must be settled within 7 days.*

Authorized signatory on site: _____ / ☐ Guests are **not** allowed to see the bill

Company: _____

Mr./Mrs. & Position: _____

Street, postal code, city: _____

Telephone, e-mail address: _____

Place, Date: _____ Signature : _____