THE WOLSELEY HOSPITALITY GROUP

Private Dining & Events Commission Programme

Introduction

The Wolseley Hospitality Group is delighted to present our commission programme for our valued partners in the event planning, DMC (Destination Management Company), and MICE (Meetings, Incentives, Conferences, and Exhibitions) industry.
This policy outlines the commission structure we offer as a token of our partnership, designed to provide a clear and rewarding framework for bookings made at our venues.

Commission

The Wolseley Hospitality Group offers a standard commission rate of **8%** on all qualified private dining bookings, and **10%** on all qualified exclusive hire event bookings. Commission is calculated on the **final net food and beverage spend** and available at all venues, excluding The Wolseley on Piccadilly.

Terms and Conditions

Commission is calculated on the total net value of all food and beverage items ordered and consumed as part of the event. The "net" amount refers to the subtotal before the addition of any applicable taxes (e.g. VAT) or service charge. Please note: service charge is fairly distributed to our team by an independent tronc master and is not regarded as revenue.

Non-Commissionable Items

To ensure clarity, the following charges are **exempt** from the commission calculation:

- **Room Hire:** Any fees charged for the exclusive use of private dining rooms or event spaces are not commissionable.
- **Entertainment:** Costs related to entertainment, such as live bands, DJs, performers, or any associated production fees.
- **Production and A/V:** Fees for audio-visual equipment, lighting, staging, or any technical production services.
- **External Services:** Costs for any services sourced from third-party vendors, such as florists or photographers.
- **Taxes and Service Charges:** Applicable taxes (e.g. VAT) and any discretionary or mandatory service charge are not included in the commission base.

Eligibility and Payment Terms

To be eligible for commission, the event agent must be the primary point of contact and manage the booking from the initial enquiry through to the final confirmation. We ask that all commission claims be indicated at the time of your initial enquiry, to ensure accurate record-keeping and a smooth booking process. All requests must be sent and approved in writing by The Wolseley Hospitality Group events team.

Booking Process & Holds

Event Enquiries: taking over a whole space or venue exclusively.

For event enquiries received three months or more in advance, we are pleased to offer a **seven-day provisional hold** on a specific date. If required, we can discuss extending the hold at this stage. If we receive another enquiry for the same date during this period, we may request a decision to either confirm or release the hold.

Private Dining Room Enquiries

For our private dining rooms, we offer a **48-hour provisional hold** up to 14 days prior to the event date. Once any hold period has been reached, our system will automatically release the space. Please note, due to increased demand we are unable to provisionally hold space or offer commission at The Wolseley on Piccadilly.

Payment

Commission payments are processed post event, and after the full settlement of all outstanding charges. We aim to process commission payments within 30 days of invoice submission. The agent is responsible for submitting a formal invoice to The Wolseley Hospitality Group within 30 days of the event date.

Our Commitment to You

The Wolseley Hospitality Group is dedicated to building strong, long-lasting relationships with our industry partners. We are committed to providing you and your clients with an unparalleled level of service, exceptional cuisine, and beautiful, well-appointed venues. Our dedicated events team is here to support you at every stage of the planning process, from the initial site visit to the flawless execution of the event.

For any questions or to discuss a specific booking, please do not hesitate to contact our private dining and events team directly. We look forward to a successful and collaborative partnership.

To submit an events or private dining enquiry, please Enquire here