WILLA BIAŁA
RESTAURACJA

KEY INFORMATION REGARDING THE ORGANIZATION OF A SPECIAL OCCASION EVENT

We would be happy to organize special occasion events at Willa Biała Restaurant for you!
Below, we present the key information regarding reservations and the terms of collaboration.

OPENING HOURS, EVENT DURATION, AND EXTENSION OF THE EVENT

The Willa Biała restaurant is open daily from 12:00 PM to 10:00 PM.
The typical duration of an event is **4–5 hours**.
Guests may remain on the premises until **23:00** without any additional charges. After **23:00**, at the client's request, a fee of **1000 PLN** per hour will apply. The event may be extended until **24:00**at the latest.

ROOM SELECTION

Willa Biała has **4 rooms**, each with a different design and arrangement possibilities. Clients who wish to select a specific room for their event are required to accept an invitation from the event manager for a meeting directly at the restaurant, where they can view and choose the most suitable room for the event. If the Client is unable to attend the meeting or does not specify a preferred room, the restaurant manager will make the room selection based on the number of guests and the nature of the event to ensure optimal conditions.
It is possible to book a larger room for an additional fee.

During the spring and summer season, we do not organize any events in the outdoor garden. All events for more than **10 people** are organized indoors due to the frequently changing weather conditions.

MENU

At Willa Biała Restaurant, there are three menu options available for events, priced at **320 PLN** per person, **360 PLN** per person, and **390 PLN** per person. A special children's menu is also available for **90 PLN** per child.
More information can be found here: https://willabiala.pl/oferty/

Cold and hot appetizers are served in the middle of the table.

Soups and main courses are chosen directly by guests from a pre-arranged shortened menu at the table. Individual portions of desserts are served in the center of the table.
The final version of the menu must be confirmed by the client no later than **7 days** before the planned date of the event.
The restaurant reserves the right to modify menu items or prices depending on their seasonality and market availability.
The Client is obliged to inform the event manager about any special dietary requirements and food allergies of the event participants no later than **2 days** before the event's commencement.
The restaurant is **not responsible** for guests' food allergies if they have not been reported in advance.
Bringing your own food into the restaurant is **prohibited**. The exception is to bring an ordered cake from any cake shop, provided that it is agreed in advance with the event manager and that proof of purchase is presented (invoice or receipt). A service fee is charged for serving cakes brought by the Client. The amount of the fee depends on the total weight of the cakes.
Service fee rates:

- **Up to 5 kg** total cake weight – **PLN 15** per person attending the event.
- **From 5 to 10 kg** total cake weight – **PLN 30** per person.
- **Over 10 kg** total cake weight – the fee is determined **individually** after prior consultation with the restaurant manager.

If more than one cake is brought in, the total weight of all cakes is combined, and the fee is calculated according to the ranges above.

BEVERAGES

During event planning, the Client, as part of e-mail arrangements with the event manager, has the opportunity to select the appropriate option for serving non-alcoholic and alcoholic beverages:

1. **Open bar** for **5 hours** available in packages **for 100 PLN** per person, **180 PLN** per person, **230 PLN** per person, and **350 PLN** per person. All guests can place orders for alcoholic and non-alcoholic beverages from a set list depending on the selected open bar package.
   Details can be found here: https://willabiala.pl/oferty/

2. **Ordering beverages from the bar menu** and settling them according to consumption. As part of e-mail arrangements with the event manager, the Client must decide whether beverages may be ordered during the event, whether each Guest is authorized to place orders from the bar menu or only the Client.
   Details can be found here: https://willabiala.pl/karta-win-4/

It is **prohibited** to bring and consume your own beverages into the restaurant.

DECORATIONS AND ADDITIONAL SERVICES

The restaurant provides basic decorations free of charge, which include white tablecloths, candles and seasonal holiday decorations.

The Client can provide their own decorations, with prior approval from the restaurant's event manager via email.

TECHNICAL EQUIPMENT RENTAL

The restaurant offers the possibility of renting technical equipment for organized events.
At the disposal of guests are:

- A loudspeaker and a microphone - the cost of rent is **PLN 300**,
- A projector with a screen - the cost of rent is **PLN 300**.

MUSIC

We hereby inform you that, starting at **22:00**, the music volume in the restaurant will be reduced to a level that maintains a peaceful atmosphere, while still allowing the event to proceed and guests to enjoy. Furthermore, to ensure the comfort of our neighbors, all **windows and balconies** throughout the restaurant will be **closed** during this time.

PARKING

The restaurant does not have its own parking facility. However, there is a public parking area with ample parking spaces located in close proximity to the restaurant.

DEPOSIT, PAYMENTS, AND ADDITIONAL FEES

The Client is required to make an advance payment of **30%** of the total cost as a deposit. After the event, the Client or their representative will receive an invoice detailing the costs associated with the event.
The total event cost is calculated as a single, non-divisible amount and cannot be paid in installments or divided into smaller parts.
A mandatory service charge of **12,5%** will be added to the final invoice.
The restaurant issues VAT invoices exclusively for food services, in accordance with the applicable tax rates:

- **8%** VAT – applies to food and service.

- **23%** VAT – applies to beverages, seafood, and additional services, such as room or equipment rental.

RESERVATION AND CONFIRMATIONS

Reservation confirmation must be made at least **7 days** prior to the scheduled event date, based on the advance payment.
The final number of guests for the event must be confirmed no later than **2 days** prior to the event. In the absence of confirmation, the previously communicated number of guests will be assumed.
Any increase in the number of guests beyond the confirmed amount can only be accommodated with prior approval from the restaurant's event manager.

CANCELLATION POLICY

In case of cancellation by the Client:

- **No later than 4 days** before the planned event date – the deposit will be **refunded** in full.
- **Less than 4 days before** the event – the deposit **is non-refundable** and remains with Willa Biała Sp. z o.o. as compensation for preparation costs.

If the event is cancelled by Willa Biała Sp. z o.o., the Client is entitled to a refund of double the amount of the paid deposit, in accordance with Article 394 of the Polish Civil Code.

Thank you for reviewing the key information.
The full Terms and Conditions can be read at the following link:
https://willabiala.pl/regulamin-en

Please feel free to contact us if you have any questions. We would be delighted to assist you in planning an unforgettable event!

09.10.2026