WILLA BIAŁA
RESTAURACJA

Event Organization Guidelines for Willa Biała Restaurant

We would like to express our sincere gratitude for choosing Willa Biała Restaurant as the location for your special event. We have prepared this set of guidelines to ensure the comfort of your guests and the smooth organization of each celebration, while meeting your expectations.

These guidelines outline the terms and conditions under which Willa Biała Sp. z o.o. provides event organization services at the "Willa Biała" restaurant.

§ 1. GENERAL PROVISIONS

The following terms and definitions are given the following meanings:

1. **Willa Biała Sp. z o.o.** – a company headquartered in Warsaw at Obornicka 29 lok. 1U, postal code 02-953, VAT number: 951 250 63 51, the organizer of special events at the "Willa Biała" Restaurant, located at Narbutta 10 (hereinafter referred to as the "Restaurant").
2. **The Client** – a legal entity, organizational unit, or individual who has submitted an inquiry regarding the organization of an event at Willa Biała Sp. z o.o.
3. **The Client's guest** – a participant in the event invited by the Client (either verbally or via an official invitation).
4. **Event** – an event organized for a special occasion, either private events (e.g., birthdays, weddings, baptisms, communions) or corporate events (e.g., conferences, team-building events).
5. **Open Event** – an event for over 10 people held in a reserved section of the Restaurant, with the remaining, non-reserved part remaining accessible to other guests who are not part of the client's group.
6. **Closed Event** – an event for up to 200 people held in the entire reserved space of the Restaurant, exclusively accessible to the client's guests. Reservation of the entire Restaurant for a Closed Event requires a minimum bill of PLN 70,000 gross.
7. **Email Correspondence** – arrangements related to the organization of the event between Willa Biała Sp. z o.o. and the Client, made in the form of email communication. This correspondence serves as binding evidence of the

agreements between the parties and specifies details such as the event date and duration. All arrangements must be made exclusively via email.

§ 2. OPENING HOURS, EVENT DURATION, AND EXTENSION OF THE EVENT

1. The restaurant "Willa Biała" is open daily from 12:00 PM to 10:00 PM.
2. The typical event duration is **4–5 hours**.
3. It is possible to open the Restaurant earlier, provided prior arrangement is made via email. Any additional costs associated with early opening will be determined individually.
4. The cost of early opening depends on the nature of the event and the specific time requested for opening.
5. The Restaurant closes at **22:00**. The Client and their guests may remain on the premises until **23:00** without incurring any additional charges. After **23:00**, upon the Client request, a fee of **PLN 1000** per additional hour will be charged.

Extension of the Restaurant's operating hours is possible up to a maximum of **24:00**, due to the proximity of residential buildings.

6. For events starting after **20:00**, the service of dishes will be provided in a more dynamic manner to align with kitchen operating hours and ensure smooth service and full guest comfort.
7. Event reservations are accepted only until **20:30**. After this time, we cannot guarantee the smooth and comfortable flow of the event.
8. The maximum duration of an event is determined individually but may not exceed **24:00**. After this time, the service will gradually conclude, ensuring guest comfort.

§ 3. SELECTION OF THE ROOM

1. Clients who want to book a specific room for their event are kindly requested to arrange a meeting at the Restaurant in advance. During the visit, they will have the opportunity to view the available spaces and discuss key organizational aspects, such as table setup, decorations, and technical options.
2. If the Client does not attend or select a room, the Restaurant Manager will choose a suitable space based on the guest count and event type. Willa Biała Sp. z o.o. is not responsible if the Client did not attend the visit despite being invited.
3. It is possible to book a larger room for an additional fee, which will be determined individually based on availability and the specifics of the event, even if the number of guests is smaller and the Client prefers a larger space.

4. During the spring-summer season, we do not organize events in the outdoor garden. All events with more than 10 guests are held inside the Restaurant due to frequently changing weather conditions.

Room capacities and table arrangements follow in detail

Maximum number of guests: The Restaurant can accommodate up to 200 people for a standing event and up to 140 people for a seated event.

Rooms: Willa Biała has **4** rooms with different arrangement options:

- Ground Floor Room: maximum **26** people.
- First Floor Room: maximum **65** people.
- VIP Room: maximum **12** people.
- Attic: maximum **38** people.

Table Arrangement: In the Ground Floor Room and VIP Room, it is possible to arrange tables without tablecloths in an elegant, modern style.

Types of Chairs:

- Wooden: **51** chairs.
- Turquoise: **54** chairs (30 narrow and 24 wider).

Room Adaptation to the Number of Guests:

- **Ground Floor Room**:

  - With one long table: maximum **22** people on wooden chairs, **18** people on turquoise chairs.
  - With three tables (8-10 people each): maximum **26** people.
- **First Floor Room**:

  - **Right Side**:
    - With one long table: maximum **24** people on wooden chairs, **20** people on turquoise chairs.
    - With 4 tables (10-12 people each): maximum **44** people on wooden chairs.
  - **Left Side**:
    - With one long table: maximum **18** people (wooden or narrow turquoise chairs).
    - With three tables (6, 8, and 12 people): maximum **26** people on wooden chairs.
- **VIP Room**:

  - On wooden chairs: maximum **12** people, on turquoise chairs: **10** people.

- **Attic**:

  - With one long table: maximum **30** people on wooden or narrow turquoise chairs.
  - With three tables (10, 14, and 14 people): maximum **38** people on wooden chairs.

§ 4. MENU

1. Menu selection is made based on the offers available on the website: https://willabiala.pl/oferty/.
2. The restaurant offers **3** types of packages at the following prices: **320 PLN**, **360 PLN**, and **390 PLN** gross per person:

Package 320 PLN/person

- 5 types of cold appetizers,
- 2 types of hot appetizers,
- Main course to choose,
- 3 types of desserts.

Package 360 PLN/person

- 5 types of cold appetizers,
- 2 types of hot appetizers,
- Soup to choose,
- Main course to choose,
- 3 types of desserts.

Package 390 PLN/person

- 5 types of cold appetizers,
- 2 types of hot appetizers,
- Soup to choose,
- Main course to choose,
- 3 types of desserts.

Cold and hot appetizers are served in the center of the table. Soups and main courses are selected directly by guests from a pre-arranged shortened menu at the table. Individual portions of desserts are served in the center of the table.

Approximate weight per person:

- Cold appetizers: **250** g/person,
- Hot appetizers: **180** g/person,
- Soup: **300** g/person,
- Main courses: **300-500** g/person,
- Desserts: **150** g/person.

Total: approximately **850-1300** g/person, depending on the chosen package (weights are approximate and may vary by around 100 g).

3. The final version of the menu must be confirmed by the Client no later than **7 days** before the planned event date.
4. The restaurant reserves the right to change products or prices in the menu depending on seasonality and market availability.
5. The Client is obligated to inform the event manager of any special dietary requirements or food allergies of event participants no later than **2 days** before the event's commencement.
6. The restaurant is **not responsible** for food allergies of guests if they were not reported in advance.
7. The kitchen is not fully equipped to prepare dishes that meet the strict requirements of a gluten-free diet for celiac disease.
8. Additional orders (e.g., beverages, dishes) during the event will be added to the bill after prior agreement with the Client.
9. Bringing your own food into the restaurant is **prohibited**.
10. An exception is made for dishes for individuals with celiac disease, provided they are reported in advance.
11. An exception is also made for bringing a cake ordered from any bakery, provided prior agreement is made with the event manager, and proof of purchase (invoice or receipt) is presented. A service fee is charged for serving a cake brought in by the Client.

The amount of the fee depends on the total weight of all cakes brought to the event.
This fee covers preparation of tableware, plates and cutlery, waiter service, cutting, and cleaning after serving the cake.
Service fee rates:

- For cakes with a total weight up to **5 kg – 15 PLN** per guest.
- For cakes with a total weight from **5 to 10 kg – 30 PLN** per guest.
- For cakes with a total weight **above 10 kg** – the service fee is determined **individually**, after prior agreement with the restaurant manager.

If more than one cake is brought, their weight is combined, and the fee is calculate according to the ranges above.

Children's Menu at 90 PLN per person

1. The children's menu, available for children up to **12 years** of age, includes:
- Soup: **300** g/person,
- Main course: **250** g/person,
- Dessert: **200** g/person.

2. Children who do not consume meals are not included in the final settlement.
3. The main course from the children's menu must be selected in advance.
4. Changes to the children's menu (e.g., substitution of ingredients) are possible after prior agreement.
5. In the case of allergies or food intolerances in children, please inform us in advance.
6. The number of children's menu portions must be confirmed no later than **2 days** before the event.
7. The children's menu is served in individual portions, intended for each child separately and cannot be divided.

§ 5. BEVERAGES

1. Willa Biała Sp. z o.o. offers a wide selection of wines, alcoholic and non-alcoholic beverages, which are charged according to the bar menu pricing.
2. Bringing and consuming your own alcohol on the premises of the restaurant is **prohibited**.

3. For both open and closed events, the following rules apply:

a. Low-alcohol beverages (wine, beer) – served and billed by the bottle.
b. Strong alcoholic beverages (above 18% ABV) – served and billed by the bottle or by serving (glasses).

4. The Client may choose the appropriate beverage service option in agreement with the event manager via email:

A. **Open Bar for 5 hours**, available in packages of **100** PLN/person, **180** PLN/person, **230** PLN/person, and **350** PLN/person – All guests may place orders for beverages and alcohol from the pre-arranged list based on the chosen open bar package. Details can be found here: https://willabiala.pl/oferty/

B. **Ordering alcoholic and non-alcoholic beverages from the bar menu** and billing according to consumption – Based on the email arrangements with the event manager, the Client must decide whether each guest is authorized to place orders from the bar menu during the event or if only the Client can place the

orders. Details can be found here: https://willabiala.pl/karta-win-4/

5. It is recommended to select non-alcoholic beverages and alcohol in advance to ensure smooth service and avoid shortages during the event.

6. Orders for alcohol during the event will be fulfilled based on availability at the bar.

7. We recommend consulting with the restaurant staff to determine the optimal quantity and types of beverages and alcohol before the event.

8. The restaurant offers an Open Bar (both alcoholic and non-alcoholic) with no limit for **5 hours**, according to the chosen package. After this time, beverages will be billed according to consumption or the Open bar package can be extended upon the Clients request.

9. The Open Bar offer applies to all guests. For minors, only the non-alcoholic Open Bar is available.

10. As part of the Open Bar package, guests are requested to order one alcoholic beverage at a time. This does not apply to non-alcoholic beverages. A subsequent order for alcohol may only be placed after the previous one has been consumed, ensuring comfort and responsible alcohol service.

§ 6. DECORATIONS, MUSIC, AND EQUIPMENT

1. The restaurant offers table and room decorations for an additional fee, which will be determined individually based on the scope and type of decorations. Basic decorations, including white tablecloths, candles, and seasonal holiday decorations, are provided free of charge.
2. The Client may provide their own decorations after agreeing on the details with the restaurant's event manager via email. Decorations must comply with safety requirements and the aesthetic standards of the restaurant.
3. The restaurant offers rental of technical equipment:

- Speaker and microphone – cost: **300 PLN**
- Projector with screen – cost: **300 PLN**

4. Equipment reservations require prior arrangements to ensure availability.
5. The restaurant is not responsible for how the equipment is used by guests or for any damage caused by improper usage.
6. In case of equipment damage, the Client will cover the repair or replacement costs.

7. After **22:00**, music in the restaurant will be lowered to a level that does not disturb the quiet hours, while still enabling guests to continue enjoying the event.

Windows and balconies must be closed at that time to avoid disturbing the neighbors. By accepting these terms, the Client **agrees to these conditions**.

§ 7. PARKING

1. The restaurant does not have its own parking lot, but there is a public parking area nearby with a large number of parking spaces.
2. The fee for parking in the Unattended Paid Parking Zone in Warsaw is **4.50** PLN per hour and applies on weekdays, from Monday to Friday, between **8:00 and 20:00**.
3. Parking is free on Saturdays, Sundays, and public holidays.
4. The restaurant is **not responsible** for the availability of parking spaces.

§ 8. DEPOSIT, PAYMENTS, AND ADDITIONAL FEES

1. The Client is required to pay a deposit **of 30%** of the total value of the event, no later than on the day of reservation confirmation – in cash or by bank transfer to the account of Willa Biała Sp. z o.o., based on an invoice sent by email, within **7 days** from the date of issue. Confirmation of a cash payment shall be a payment document or a VAT invoice, while for non-cash payment – a bank transfer confirmation, on the basis of which a deposit invoice is issued.
2. After the event, the Client or the responsible person receives a detailed invoice listing all costs. Signing the invoice constitutes acceptance of the final costs.
3. The remaining amount shall be settled by the Client on the day of the event in cash, by card, or via bank transfer to the Willa Biała Sp. z o.o. account based on a VAT invoice, no later than **7 days** from the date of issue.
4. Willa Biała Sp. z o.o. may cancel the reservation if the deposit is not paid within the agreed deadline.
5. The final cost of the event may change due to an increased number of Guests or additional orders.
6. The event fee is charged as a single, indivisible amount and must be paid in full.
7. A **12.5% service** charge is added to the **final bill**.
8. Willa Biała Sp. z o.o. issues VAT invoices for food services according to the applicable rates:
    - **8% VAT** – food and service,
    - **23% VAT** – beverages, seafood, and additional services (e.g. room, or equipment rental).

Invoices for event organization are issued only in accordance with the above rates, with no option to apply a uniform **23% rate**.

Non-cash payments should be made to the following bank account of Willa Biała Sp. z o.o.:

- **Account number: PL48 1160 2202 0000 0004 7317 1566**
- Bank: Bank Millennium

● Transfer title: “Deposit/Settlement for private event [event date]”.

§ 9. RESERVATION AND CONFIRMATIONS

1. The reservation is confirmed after payment of the deposit specified in §8, point 1, no later than **7 days** before the planned event. If the deposit is not paid within the specified time, the reservation will be automatically cancelled.
2. All arrangements regarding the organization of the event shall be made exclusively through authorized persons, in the form of email correspondence.
3. The number of Guests must be confirmed by email no later than **2 days** before the event. If no confirmation is received, the previously stated number in correspondence shall be considered final.
4. Participation of additional Guests beyond the agreed number is possible only after prior arrangement with the event manager. The cost of additional Guests will be added to the bill according to the current price list of the selected offer.
5. If the number of Guests upon arrival exceeds the previously agreed number, the Restaurant does not guarantee sufficient seating and is not responsible for any inconvenience caused by limited space. However, the staff will make every effort to ensure maximum comfort within available resources.

§ 10. CANCELLATION OF RESERVATION

1. The Client may cancel the reservation by submitting a written (email) notice of withdrawal from the event.
2. In the event of cancellation:
    - **no later than 4 days** before the date of the event – 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 incurred preparation costs.
3. The cancellation date shall be deemed the date on which the email message containing information about the event (date, number of guests, and the Client’s details) is received.
4. In the event of cancellation by Willa Biała Sp. z o.o. for reasons beyond the Client’s control (e.g. force majeure, technical failure, unforeseen circumstances), the Client shall be entitled to a refund of double the amount of the paid deposit, in accordance with Article 394 of the Polish Civil Code, within 7 days from the date of cancellation.

§ 11. OBLIGATIONS OF THE PARTIES

1. Willa Biała Sp. z o.o. agrees to organize the event in accordance with the email arrangements, these Terms and Conditions, and Polish law.

2. The Client agrees to comply with the arrangements, the Terms and Conditions, and the law, including making payments on time.
3. Payment for the event is due in cash or via non-cash payment on the day of the event, or by bank transfer based on the VAT invoice within **7 days** of its issuance, unless a different payment term has been agreed.

§ 12. STATEMENT ON THE TECHNICAL CONDITION AND LIABILITY

1. The restaurant can be watched by the Client before confirming the reservation. By accepting these Terms and Conditions, the Client declares that they have no objections to the technical condition, equipment, and infrastructure of the restaurant and will not make any claims in this regard.
2. The restaurant ensures guests have access to sanitary facilities, maintaining cleanliness and comfort throughout the event.
3. Willa Biała Sp. z o.o. is **not responsible** for items brought by guests into public areas (e.g., the event room, sanitary facilities).

§ 13. LIABILITY AND SAFETY

1. Inside the restaurant, smoking and using of e-cigarettes are **prohibited**.
2. The Client and guests are required to maintain order and proper conduct. Guests causing disturbances may be requested to leave the restaurant.
3. Children must be supervised at all times.
4. Willa Biała Sp. z o.o. is **not responsible** for accidents or unforeseen events occurring without the involvement of the restaurant staff.
5. In the event of significant contamination of the restaurant's premises or equipment, including damage to toilets or walls, guests are responsible for covering the additional cleaning costs.
6. The Client is liable for any damage caused by guests during the event. The cost of any potential damage will be determined individually by Willa Biała Sp. z o.o. and presented in the form of an invoice (receipt).

§ 14. SAFETY AND CONFLICT PREVENTION

1. Staff will prevent conflicts where possible and inform the Client of any observed incidents.
2. The restaurant ensures safety, including by not allowing individuals under the influence of **alcohol or drugs** into the reserved area.
3. Bringing **firearms, knives, tasers**, or any other dangerous items is strictly prohibited.

§ 15. LIABILITY AND FORCE MAJEURE

1. Willa Biała Sp. z o.o. is **not responsible** for items left on the premises of the restaurant by the Client, subcontractors, or event guests.
2. Lost profit is excluded from liability.
3. Willa Biała Sp. z o.o. is not liable for failure to fulfill obligations due to force majeure, which is defined as unforeseeable external events that cannot be prevented with due diligence.
4. The event will begin according to the agreed schedule. The restaurant is **not responsible** for service delays caused by guests' failure to arrive on time but will make every effort to adjust the service as much as possible.

§ 16. ALTERNATIVE DISPUTE RESOLUTION AND JURISDICTION

Any disputes between the parties will first be resolved through amicable means. If no agreement is reached within **7 days** from the initiation of efforts to resolve the dispute amicably, the matter will be referred to the competent Common Court in accordance with the location of Willa Biała Sp. z o.o. in Warsaw.

§ 17. MONITORING

1. The restaurant is equipped with video surveillance to ensure the safety of guests, staff, and property.
2. The recordings may only be used in justified cases (e.g., incidents, legal violations).
3. The monitoring covers public areas (e.g., entrance, corridors), excluding event rooms and restrooms.

§ 18. CONSENT TO PHOTOGRAPHY AND FILMING

1. By being present in the restaurant, guests **consent** to their image being captured by the staff or entities acting on behalf of the restaurant. Guests may object to the use of their image by notifying the staff.
2. Photos and recordings may be used free of charge on the restaurant’s social media profiles.

§ 19. FINAL PROVISIONS

The Terms and Conditions are available free of charge on the website https://willabiala.pl/. Willa Biała Sp. z o.o. reserves the right to amend these Terms and Conditions. Changes will become effective once published on the website. These Terms and Conditions are effective from the date of publication.

Thank you for reviewing the Terms and Conditions. We are at your disposal for any questions and will be happy to assist you in organizing an unforgettable event!

09.10.2026