



## FESTIVE BOOKING FORM

Date of Function.....Name of Party.....

Contact telephone.....Email.....

Address.....

.....Postcode.....

Number of Persons booked.....Children.....

### **PAYMENT DETAILS**

I enclose cash/cheque made payable to the hotel for £.....

Please charge my debit / credit card for the sum of £.....

Card Holder Name.....Card Type.....

Card Number.....

Expiry Date.....Issue Number (switch cards only).....

### **BOOKING CONDITIONS**

Please telephone the hotel to check availability and make a provisional booking.

To confirm your booking, please complete the booking form and return with a non-refundable deposit of £10 per person. Provisional bookings will be held for no longer than 7 days. Full payment of the balance, menu choices and final numbers are required 14 days before the event or by 1<sup>st</sup> December 2018, whichever is earlier. The organiser is also required to bring a copy of the pre-order form on the day and to ensure that guests are reminded as to which dishes they ordered.

No refunds will be made for a cancellation or a decrease in the number of guests notified within 14 days of the event or after the 1<sup>st</sup> December 2018, whichever is earlier. To ensure the success of each Party Night, a minimum number of people are required. In the unlikely event of not achieving this number the hotel reserves the right to offer clients an alternative date or make a full refund of monies paid. All prices are inclusive of VAT at 20%.

I confirm that I have read and agree to the terms and conditions above.

Signed.....Name.....Date.....