



Christmas Party Terms & Conditions 2020

Booking Details

Bookers Name: _____ **Company Name:** _____
Booking Date: _____ **Booking Time:** _____
Number of guests: _____
Contact phone number: _____
Contact email address: _____

Menu Choices

Please complete the attached pre-order information. Please ensure this is completed 2 weeks prior to the date of the booking. No amendments to the pre-order will be accepted within 48 hours of the booking.

Allergens & Intolerances

Our menu choices show dietary markers which inform guests which dishes can be suitable for guests with different dietary requirements. However in order to ensure we can accommodate, guests must inform us of their allergy or intolerance by selecting from the modifier menu or by disclosing any other allergen not listed in the comments section. This is the only way to ensure we follow our strict allergen procedures.

Card Guarantee

In order to confirm your booking, we ask for a non-refundable deposit of £10.00 per head to guarantee your reservation. Until then, all bookings are provisional until the agreed 'deposit due by' date stated in your email. Please contact the hotel directly to settle this amount.

We ask that final numbers are confirmed 2 weeks prior to the date of your booking. The full remaining balance will then be charged to the card details used to settle the deposit. Should you wish to settle the remaining balance using an alternative method, please ensure this is received by the hotel before this time.

Please note: All card details are stored securely through secure trading.

Cancellation Policy

Should guests cancel leaving less than 48 hours' notice, 100% of the menu price per head will be charged. Before this time, although refunds are not available, the price per head may be used as a credit towards the drinks bill on the evening.

I agree to the terms & conditions of my booking as described above, and would like to confirm my reservation.

Print Name: _____

Signed: _____

Date: _____

