

Christmas Party Booking Conditions
Deans Place

Date Required DAY _____ DATE _____

Number of Guests _____

Organiser

I accept and agree the booking conditions listed below

Name _____

Company _____

Address _____

Signature _____

Telephone Number _____

Contact on the day if different.

I accept and agree the booking conditions listed below

Name _____

Company _____

Address _____

Signature _____

Telephone Number _____

1. The non-refundable deposit is £10.00 per person payable 14 days after a provisional booking is made. Booking may be released if deposits are not received by the due date.
2. The balance should be paid by the 20th November and is not refundable or transferable.
3. Please discuss any specific table arrangements you require, we will endeavour to comply with your wishes. Later increases to the number of guests cannot be guaranteed.
4. Function rooms are allocated according to type of function and the number of guests attending. We reserve the right to change the specific room booked.
5. All menu choices should be returned to the hotel 3 weeks prior to the event.
6. The organiser or contact on the day (if different) will be responsible for their guests and any damage to the hotel property.
7. The hotel reserves the right to refuse service or admission to guests who demonstrate improper behaviour.
8. Additional party accessories may not be brought in to the hotel without prior permission. 'Silly String' or similar aerosol sprays are not permitted.

Signature _____

Date _____

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Hotel office use only

Amount of deposit received _____ Balance due on the number of guests stated above _____

Signed by hotel _____ Date _____