

Res	Event
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Office Use only



BOOKING FORM FOR One Night of Queen Party Night Friday 14th December 2018

Please read, sign and return the terms and conditions with your completed booking form
Please indicate lead guest name and number of guests within your party.

Lead Guest Name (Company Name)	No of Guests
Dietary Requirements:	

Please note that seating is allocated on a first come, first serve basis once the fully completed booking form and deposit has been received. Any specific seating requests must be advised at time of booking but cannot be guaranteed. Tables will be shared party tables of up to 12 guests.

ACCOMMODATION PACKAGE

Overnight package £124.50 per person bed and breakfast and party ticket based on 2 people sharing	Twin	Double	Single

Contact Name:	Email:
Company name (if applicable)	Telephone No :

I enclose a cheque/authorize the payment of £_____ being a non-refundable or transferable deposit of £20 per person for the above booking. Please confirm to the hotel no later than 30th October 2018, your final number of guests. If final numbers are not confirmed prior to this date, the hotel reserves the right to debit the credit card supplied below with the remaining balance on this date.
I authorize the hotel to debit my credit/debit card with the remaining balance of my booking on 30th October 2018.

Signature: _____ **Date :** _____

Card No: _____

Start date: _____ Expiry Date: _____ Issue No : _____ Security No.: _____

Card Holders Name: _____

If you would like to receive future offers and events please tick the box

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TERMS AND CONDITIONS

How to make a Booking

1. Contact the Christmas Co-ordinator to check the availability.
2. Complete the booking form overleaf and send it together with a non-refundable or transferable deposit of £20 per person to guarantee the booking. Please note that after 14 days we will release the booking and re-sell the available space to other interested parties if the completed booking form has not been received.
3. Send the final balance to arrive no later than 30th October 2018. Should full prepayment not be received by the due date, we reserve the right to cancel the booking 24 hours after the prepayment date has passed.

Terms & Conditions

All reservations will be treated as provisional and will be held for no more than 14 days pending receipt of written confirmation and a nonrefundable deposit of £20 per person.

All alterations to a booking must be confirmed in writing to the events office on h6626-sb@accor.com and are not confirmed until a completed booking form has been received.

Full prepayment is required by 30th October 2018. **No deposits will be transferred or used for other products. Any spaces not released prior to the 30th October date will be charged at the full price.**

Once final payment is made, **no refunds** or credit vouchers will be given. **No refund will be considered on bookings cancelled after the 30th October.**

In the event of any function having to be cancelled by the hotel, an alternate date or venue will be offered or a full refund given. We reserve the right to change or cancel advertised entertainment due to circumstances beyond our control. The hotel reserves the right to amalgamate Christmas events to ensure appropriate numbers. We also reserve the right to move the event to a smaller function suite should numbers dictate.

Any additional service or services must be paid for on the night. No credit facilities will be offered.

All times shown are subject to approval by Local Licensing Authority.

All details are correct at time of going to press but may be subject to alterations without prior notice. All prices quoted include VAT at current rate.

Please note that shared party tables will apply to groups of less than 10 guests. Tables seat up to 12 guests and seating will be allocated upon receipt of completed booking form and deposit payment. The hotel cannot guarantee any requests to join other tables, but will take any requests into consideration.

Seating will be allocated on a first come, first serve basis.

The management of the hotel reserves the right to refuse entry to the hotel. In addition the hotel reserves the right to charge the organizer, company or individual for any damages caused by unreasonable behavior.

Where special requests are made, the hotel will endeavor to accommodate them, however, they cannot be guaranteed.

A dress code is applicable at all events. Restrictions apply to children at certain events.

Signature:

_____ Date : _____