



# Christmas Booking Form

Full Name of Booker \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Party Date \_\_\_\_\_ Guest Numbers (inc. children) \_\_\_\_\_

## Please tick your chosen party:

Festive Lunch: 2 courses @£16.50  3 courses @£20.00   
Party Night Option A (dinner & disco Fri/Sat) @ £39.95   
Party Night Option B (dinner only) @ £29.95   
Drinks Package: Beer Buckets @£30  Prosecco @£50  Wine Package @£70   
Christmas Afternoon Tea @ £17.00   
Christmas Afternoon Tea with Prosecco @ £22.00   
Christmas Day Lunch: Adults £65 and Children 5-12 £30 and Under 5 Free

Please charge to my credit/debit card the amount of £ \_\_\_\_\_  
Visa / Visa Debit / Mastercard / Mastercard Debit  
Card No. \_\_\_\_\_  
Name on Card \_\_\_\_\_ Expiry Date \_\_\_\_\_

Please make cheques payable to Steventon House Hotel (please note only 1 cheque per group booking) Deposit Enclosed of £ \_\_\_\_\_

Please keep the terms and conditions part of this form for your records and return the booking form along with the required deposit to secure your space.

I agree to the booking terms and conditions and I am the booking organiser

Signed \_\_\_\_\_ Date \_\_\_\_\_

To ensure a smooth and efficient service please provide a pre-order for your party and place cards to be put on the tables. For bookings where multiple tables are concerned, please also provide a table plan so that we are able to provide an order by table for the chefs. For any templates to help you compile these or if any of the above is not possible then please notify the Events Team as soon as possible.





# Terms & Conditions

Please note: The hotel has the authority to amend these terms and conditions in writing at our discretion.

## The number booked:

Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. Final numbers must be confirmed 14 working days prior to the event (not including the day of the event). The hotel reserves the right to change a designated room after appropriate consultation if the agreed numbers are not to attend the event. This does not affect any minimum charge. Please note that for groups over 10 persons, it will not be possible to seat you all on one table. For option A please note minimum tables of 8 are required for your party; if your group size is smaller you may be seated on a table with another small party. For exclusive party night groups/companies are expected to pay for a minimum of 90 guests; even if the numbers were to drop below this.

## Payment

A non refundable and non transferable deposit of £10.00 per head must be paid to secure your booking. Full payment and menu choices are required 2 weeks in advance. Your booking is secured on receipt of the signed booking form & your deposit. No other promotions/vouchers can be redeemed against Christmas bookings.

## Cancellation

Cancellation by customer if cancellation occurs after the booking you will lose your deposit; this is non refundable & non transferable. If cancellation occurs under 2 weeks before the event, you lose the full payment. Cancellation by hotel - the hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

- If the hotel or any part of it is closed due to fire, alteration or re-decoration by order of any public authority or through any reason beyond the hotel's control
- If you become bankrupt or insolvent or enter liquidation or have an administrator/administrative receiver or receiver appointed over all or substantial part of your assets
- If you are more than 30 days in arrears with payment to the hotel or the company for previously supplied services
- If the event may, in the hotel manager's reasonable opinion, prejudice the reputation of the hotel
- If you have failed to meet any of the hotels terms and conditions including any verbal requests from the hotel

## Liabilities

Please safeguard your property. The hotel will not accept any liability for loss of or damage to property or death, illness or injury to persons unless caused by company's negligence.

## General

Goods and services may not be bought or sold on the premises without the manager's prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event. The hotel name, logo and telephone number may not be used in any advertising or other publicity without prior written consent of the hotel manager. No signs, display posters or other material may be fixed to the walls of any part of the hotel without prior authorisation of the hotel manager. If the contract includes you employing the services of an outside contractor then you will indemnify the hotel against any costs, demands, proceedings and damages arising there from. Any outside contractor employed by you must report to the duty manager at the hotel. The hotel reserves the right to refuse access to any contractor in appropriate circumstances. All events are advised to take insurance cover. Photography: the hotel reserves the right to photograph any part of your event for the purpose of advertising the hotel or hotel facilities. The hotel also reserves the right to limit areas of the hotel which may be used for photography. All prices are inclusive of VAT, service is at your discretion. Please ensure all members of your party arrive at least 15 minutes before your sitting to ensure a prompt start. All food must be pre-ordered and menu choices returned to the hotel 14 days prior to the booking along with final payment. No alcohol is permitted to be brought onto the hotel's property for consumption within any of the public areas of the hotel; this is a violation of our alcohol license. If alcohol is found on any persons within the group this will be confiscated and disposed of. We also reserve the right to refuse service based on acceptable behaviour towards members of staff and other guests without being liable to any refund or compensation.

A complimentary room is applicable for group bookings of over 30 guests and only available for the night of your party where option A is chosen.