

Christmas Event Booking Form

Please telephone the venue to check availability and make a provisional booking, which can be held for up to 14 days. Please complete this form in block capitals and return it with your non-refundable & non-transferrable deposit, per person.

Venue: _____

Date of Function: _____

Name of Party: _____

Number of Persons: _____

Contact Name: _____

Telephone Number: _____

Email Address: _____

Company: _____

PAYMENT DETAILS

Please call to pay by card alternatively cheques are made payable to the Chartridge Regency Limited.

I have read the terms and conditions of the booking and agree to abide by them all for the participants.

Signed: _____ Date: _____

CONTACT PERMISSION

Please let us know if you would like us to contact you or not about offers, news and latest information by email, post, SMS, phone and other electronic means by selecting one of the options below:

- Yes please, I'd like to hear about offers and services
- No thanks, I don't want to hear about offers and services

Your personal details will be treated with the utmost care and will never be sold to other companies for marketing purposes.



TERMS & CONDITIONS

1. After making your provisional booking, a deposit, per person is required within 14 days with a completed booking form. If no deposit is received, the booking will be released. All deposits paid are non-refundable and cannot be off set against any other items or the outstanding balance.
2. Confirmation will be sent after your deposit and booking form has been received.
3. Final numbers and full balance payments must be paid 4 weeks prior and are non-refundable. Any final balances not received by this date will result in the cancellation of the booking without notice.
4. No refunds will be given due to adverse weather conditions.
5. Whilst every effort is made for special seating arrangements, these cannot be guaranteed. All seating plans will be arranged on the day.
6. Chartridge, whilst taking every care to honour commitments reserves the right to amalgamate or cancel Christmas parties in the event that minimum numbers are not met. Chartridge regret that it will not accept liability for any errors, omissions or cancellation howsoever caused and limit any claim to refund money only. The team reserves the right to alter any part of the program without prior notice.
7. Account bars/pre-orders can be arranged with prior notice and pre-paid before the date of arrival.
8. It is not permitted to bring your own beverages into the venue and random security checks may be conducted.
9. A smart standard of dress is required.
10. All prices are inclusive (unless otherwise stated) of VAT at 20%, which is subject to Government fluctuation.
11. Any guest whose behaviour gives the venue concern will be asked to leave or will be refused admission. Any damages caused will be charged for.
12. Any special dietary or accessibility requirements must be advised at least two weeks prior to the event.