Christmas Party Booking Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Office use only)

Deposit paid: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date paid: / /

Preferred form of payment: Cash Credit card BACS

Remaining to pay: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance due: / /

Terms and Conditions

1. A reservation is only considered confirmed once we have received a non-refundable deposit of £5.00pp.
2. The final balance, food and drink choices for your party, are due 2 weeks before the date of your reservation.
3. If you are more than 15 minutes late your reservation may be lost or need to be changed to an alternative date and time, so we kindly ask that you please call ahead to let us know if you are running behind schedule.
4. We may be running multiple sittings, so please ensure you have understood the timings allocated to your booking.
5. Should the number of your party decrease, we ask for a minimum of 72hrs notice prior to your reservation otherwise you will be charged the full price of any guests failing to attend.
6. Should the number for your party increase we ask that you let us know as soon as possible and we will do our best to accommodate.

 I have read and understood the terms and conditions

 Yes please, I would love to hear about promotions and all the latest UNION news

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /