

Terms and Conditions Christmas Party 2019

This agreement is between _____
and A Park View Hotel Ltd as dated _____

1. DEPOSIT: We reserve the right to request credit/debit card details to secure bookings or for deposit of £10 person for any bookings. Please note the deposit will be deducted from the final bill. Pro-Rata Numbers of Guests Eating & May Not Be Used Against any Bill Balance or Wine Pre-Order. All Dates are Subject to Availability.
2. PRE-ORDERS: To be received no later than 3 weeks before the event, including all special dietary requirements.
3. FINAL PAYMENT: to be made 3 weeks before the event any extras to be paid for on the day of the event. Management have the right to request a credit/debit card to be pre-authorised for up to a value for £200.
4. NO SHOW/CANCELLATION CHARGE: Please note £10.00 per person fee will be applied for any no shows or for a cancellation within 72 hours of the date booked. Any Food cancellation is required 72 hours cancellation notice or will be fully charged.
5. CHANGES TO EXISTING BOOKINGS: All changes to bookings must be notified in writing. Any change to a booking date will be treated as a cancellation of the existing booking, and normal booking cancellation terms will apply if the change is made within 10 days of the booking date. This will be treated as a new booking and will be dependent upon availability.
6. NUMBER OF GUESTS: All parties must indicate a guaranteed number (at least 72 hours in advance) of guests attending the function, on the basis of which they will be charged for the meal.
7. CANCELLATION AND REFUNDS: A complete cancellation with less than 30 days notice of a party reservation will result in the deposit of £10 per person not being refunded. Failure to advise us of a shortfall in numbers any later than 48 hours before the date of the reservation will incur a charge of the agreed set meal price. If any reduction in the number of guests advised before this is significant (more than 20%), no refund of deposits can be made
8. DRESS CODE: Smart casual (no sportswear or caps please)
9. TABLE RELEASE POLICY: To enable us to provide the best possible service, please arrange for your party to arrive for the time booked.
10. Should the hotel, for any reason beyond its control have to cancel the event we reserve the right to offer an alternative date.
11. DAMAGE/THEFT : The hosts of the event will be responsible for any damage or theft caused to the allocated rooms, furnishings or equipment there in by act, default or neglect of the host, sub-contractor or guest of the host and shall pay the hotel on demand the amount required to make good or remedy any such damage
12. WE RESERVE THE RIGHT TO MAKE CHANGES TO ANY TERMS AND CONDITIONS WITHOUT NOTICE.

SIGNED :

DATE:

NAME/COMPANY