



## **Christmas Day & New Years Eve Terms & Conditions**

### **MAKING YOUR BOOKING –**

Dear Guest,

A £25 non-refundable deposit per person (including children) is required within 7 days of making your booking. The remaining full payment can be settled on the day of your booking. Methods of payments accepted are cash, debit & credit card, bank transfer & business cheques; please note we cannot accept individual cheques. All bookings must be settled through the organiser of the event and not individually.

### **FINAL NUMBERS & PRE-ORDERS**

Final numbers and pre-orders must be confirmed with us at least 7 days before your booking.

### **SPECIAL DIETARY REQUIREMENTS**

Any special diets should be requested and received with pre-orders. Please note this is a set menu and we are only able to offer an alternative option if this is a dietary requirement and we are unable to amend any of the set dishes to match the requirements.

### **REFUNDS AND CANCELLATIONS**

All monies paid in advance are strictly non-refundable and cannot be used to pay for any other goods and services. Party organisers are requested to inform everyone within their party of this policy. All prices are inclusive of VAT. Should your party size decrease in numbers, any payments (including deposits) can only be offset against any food and beverage strictly at the managers discretion. The company reserves the right to cancel any booking if the deposit or final payment has not been made within the time frames above.

### **BAR TABS**

Should a party organiser require an account to be set up for bar charges then this may be organised by prior arrangement only. We are unable to run any individual tabs in the bar on Fridays & Saturday or other busy periods.

### **SEATING ARRANGEMENTS**

Requests for special seating arrangements must be given no later than 2 weeks prior to your event. We cannot guarantee that specific seating arrangements will be met, however, we will try our best to accommodate all requests.

### **TABLE DECORATIONS & THEMING**

All tables in the restaurant will have a Christmas decoration and a mini cracker provided. Any further theming can be undertaken by the party organiser. Decorations such as balloons, party poppers and plastic confetti are permissible in the restaurant. However, please note that the use of paper confetti on the tables is strictly not allowed, with no exceptions.

### **DRESS CODE**

A smart dressing code is required for all our functions (no trainers)

## **CONDUCT AND BEHAVIOUR**

The behaviour of the party guests is the responsibility of the party organiser, and the hotel and restaurant reserves the right to refuse service to any guest who acts in an inappropriate manner. Such guests may be asked to leave the hotel to ensure the enjoyment of all party guests, without a refund of monies. The party organiser will be responsible for any loss or damage caused to the venue. As we are located within a residential area, we ask that all guests leave the building quietly.