



Christmas Party Booking Form

Date : Date of Event : No. Guests:

Name of Organiser :

Email :

Telephone No. :

Address :

Mobile No. :

Fax No. :

Please circle your 2019 party night date below :

13th December

14th December

20th December

21st December

Arrival time :

Arrival time for all our Christmas Party Nights is 7:30pm for a 7:30pm sit down. The bar will close at 1am with carriages at 1.30am.

Please enter the quantity of drink packages required :

Wine & Bubbly

6 Bottle Ice Bucket

Transport to Market Place

White (£16)

Becks (£20)

Please indicate number of bus seats required (tickets available from the bar on the night). Coach departs from the Pavilion every 30 mins from 11.30pm - 1.30am. Seats subject to availability.

Red (£16)

Corona (£20)

Rosé (£16)

Mixed Bucket (£20)

House Fizz (£23)

Expected number of seats required

Please complete your payment details below :

Deposit to be taken is £5 per person : Total deposit £

Balance Payment £

Payment Type : CASH / CHEQUE / CREDIT or DEBIT CARD (Please circle your payment method)

Full Name On Card : Card Type :

Card No. :

Expiry Date :/..... Card Issue No : Security No. :

Customer Authorisation :

Signature :

Print Name :

Christmas Party Booking Form

To enable us to pre-plan your Christmas meal and serve you as efficiently as possible, please fill in the individual section plan and return it to us no later than 21 days before your party date.

Name of Party : Date of Event :

Name of Organiser :

Please mark your selection with an X

Individual Names

STARTERS

Chicken liver parfait

Roast Parsnip Soup

MAIN COURSE

Roast Turkey

Sirloin of beef

Roasted beetroot

DESSERTS

Christmas Pudding

Cheesecake

Caramel Tart

Please complete as many of these selections sheets for your entire party. We look forward to hosting you.

Please see page 3 for our full terms and conditions.



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TERMS & CONDITIONS

PROVISIONAL BOOKING

We can accept provisional bookings, but they will only be held for 7 days, during which time we must receive a signed booking form and a deposit of £5 per person to confirm your booking.

BOOKING FORM & DEPOSIT

To secure a booking, each party event requires a party booking form to be completed and signed plus a deposit paid of £5 per person. This may be paid in cash or credit/debit card. The balance must be paid in full by 30th November 2019. Bookings made after this date must be paid in full immediately.

CANCELLATION

Notification of cancellation is required in writing 30 days prior to the event to receive a full refund of monies paid. For cancellations made less than 30 days prior to the event, the deposit payment will be forfeited. Once the balance has been paid in full, if you cancel you will forfeit both the deposit and balance.

MINIMUM GROUP SIZES & NO-SHOWS

We can cater for groups from 2 to 300 guests. Guests will be seated on tables of 8 or 10. In the event of incomplete tables, i.e. less than 8 or 10 guests per table, we reserve the right to seat guests from another party on your table, although we will endeavour to avoid this. In the event of no-shows for any party, you will still be charged the food spend of these guests.

MENUS AND PRE-ORDERING

All individual guest choices for the 3-course meals must be made at least 7 days prior to the day of the event. An order form is available to help with this.

LOSS OR DAMAGE

We can take no responsibility for loss of personal belongings on the premises. In the event of damage being caused by any member of the party's group, Arena UK has the right to obtain payment in full for the damage from the group. We will not be held responsible for any personal injury incurred through no fault of Arena UK.

PAYMENTS

All additional food and drink charges incurred, additional to those settled by the deposit and the advance balance of payment are to be paid on the night of the event either by cash or credit/debit card.

END OF EVENING COACH

A coach will be available at the end of the evening and will depart to Market Place, Grantham every 30 minutes from 11.30pm. Seats will be on a first-come, first-served basis and guests must purchase their tickets on arrival from the bar. If you fail to catch your chosen bus, then you will be allocated a seat on the next available bus subject to availability.

ACCEPTANCE

I have read and accept the above terms and conditions on behalf of all members of my party.

Signature :

Print Name :