



# Christmas Party Booking Form

Date : ..... Date of Event : ..... No. Guests: .....

Name of Organiser : .....

Email : .....

Telephone No. : .....

Address :

Mobile No. : .....

Fax No. : .....

How did you hear about us? Please circle Facebook /Bus/ Leaflet /Referral/ Other

Please circle your 2020 party night date below :

- 3rd December
- 4th December
- 5th December
- 10th December
- 11th December
- 12th December
- 17th December
- 18th December
- 19th December

### Arrival time :

Arrival time for all our Christmas Party Nights is 7:00pm for a 8:00pm sit down. The bar will close at 12.30am with carriages at 1.00am.

Please enter the quantity of drink packages required :

### Wine & Bubbly

### 6 Bottle Ice Bucket

- |                           |                          |
|---------------------------|--------------------------|
| White Wine (£16.50) ..... | Becks (£22) .....        |
| House Red (£16.50) .....  | Corona (£22) .....       |
| House Rose (£16.50) ..... | Mixed Bucket (£22) ..... |
| House Fizz (£25) .....    |                          |

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

Chocolate Tart

Any allergies/dietary requirements


Please complete as many of these selections sheets that you need for your entire party choices

Please see page 3 for our full terms and conditions.



# Christmas Party Booking Form

## 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 7th November 2020. 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 14 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 is to be paid on the night of the event either by cash or credit/debit card.

### ALCOHOL

To comply with our Alcohol Premises Licence, we operate a zero tolerance policy regarding contraband alcohol. All alcohol being consumed on our premises must be purchased from Arena UK. We reserve the right to search any bags, handbags etc and will confiscate any alcohol found in the possession of guests which has not been bought from Arena UK.

### ACCEPTANCE

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

Signature : .....

Print Name : .....