

Dovecliff Hall

Christmas 2010 Booking Form and Terms & Conditions

Date of Event being booked:

Organiser's Name..... Telephone No:.....

Organiser's Address:
.....
.....Post Code.....

No of Guests attending the Event:

Deposit amount enclosed guests @ £* per head = £.....

**£20 per head deposit is required for Christmas Day, Boxing Day & New Years Eve*

£10 per head is required for all other dates

FOR CABARET & PARTY NIGHTS ONLY – Balance of payment is due 30 days prior to the function

Pre-orders are required for ALL Cabaret & Party Night bookings.

Pre-orders are required for all other dates when the party number exceeds 10.

Method of Payment: Cash/Visa/Access/Switch/American Express or Cheque (Up to the limit supported by your cheque card)

Cheques to be made payable to: The Dovecliff Hall Hotel (**one cheque per booking please**)

Cardholder's Name Card Number
Expiry Date Start Date Security Number
Issue No (if applicable)

I have read the Terms and Conditions of Booking and agree that my Guests and I will abide by them.

Signed **Date**

Terms & Conditions

1. No booking will be confirmed until the completed booking form and relevant deposit is received by the hotel.
2. All deposits are non-refundable and cannot be transferred against the balance or wine payments.
3. For Cabaret & Party Nights only: The balance will be due in full no later than 30 days before the function date together with the completed form showing individual guests menu choices (this form will be issued with your confirmation letter).
Non payment of the Final Balance may render our Contract with you void.
4. Pre-orders for functions (except Cabaret & Party Nights) should be returned no later than 14 days prior to the function.
5. The Hotel reserves the right to refuse admission to anyone whose behaviour is deemed, in our opinion, to be unacceptable.
6. Only food and drink bought at the hotel may be consumed on the premises.
7. Any credit card payments over £500 must be made in person at the hotel.