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RESTAURANT BOOKING FORM FOR GROUPS OF 12 AND OVER

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

SPECIAL EVENT eg. Birthday, Anniversary, Hen Night, Stag Night, etc. (complimentary bottle of wine)

NUMBER OF PEOPLE ATTENDING \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

PAYMENT / DEPOSIT £ \_\_\_\_\_ ( ) CASH ( ) CHEQUE ( ) CREDIT CARD

ANY BALANCE OUTSTANDING IS PAYABLE ON THE NIGHT

Full payment received £ \_\_\_\_\_ Date \_\_\_\_\_

Customer's Signature \_\_\_\_\_ Management Signature \_\_\_\_\_

RULES & REGULATIONS FOR RESTAURANT GROUP BOOKINGS

- Parties are expected to acknowledge the following:
- **ADVANCED BOOKING REQUIRES A MINIMUM OF £100 DEPOSIT, BALANCE PAYABLE ON THE NIGHT OF THE BOOKING**
- **CANCELLATION OF THE BOOKING SHOULD BE MADE WITHIN 24 HOURS FOR A FULL REFUND OF THE DEPOSIT.**
- **CHANGES TO THE NUMBERS IN THE GROUP SHOULD BE MADE NO LATER THAN 2.00PM ON THE DAY OF THE BOOKING OTHERWISE FULL PAYMENT WILL BE REQUESTED ON THE NIGHT. PERSON'S MAKING THE BOOKING WILL BE REQUIRED TO SIGN OUR BOOKING ACCEPTANCE FORM FOR ACKNOWLEDGEMENT.**
- **NO REFUND WILL BE MADE ON THE NIGHT OR NO DRINKS WILL BE GIVEN AS REPLACEMENT FOR MEMBERS OF THE GROUP WHO DO NOT TURN UP, A REQUEST CAN BE MADE FOR MEALS TO BE TAKEN AWAY.**
- MEAL ORDERS WILL BE REQUIRED AT LEAST TWO DAYS PRIOR TO THE ARRANGED DATE
- LARGER GROUPS MAY BE ACCOMMODATED ON THE NIGHT IF TABLES ARE AVAILABLE, AND AT THE DISCRETION OF MANAGEMENT
- GROUPS WILL NOT BE SEATED IN THE RESTAURANT UNTIL ALL MEMBERS OF THEIR PARTY ARE PRESENT.
- PLEASE NOTE THAT YOU ARE EXPECTED TO BE AT YOUR TABLE, DINING **NO LATER THAN ½ HOUR** OF YOUR BOOKING TIME, GROUPS ARRIVING LATE WILL NOT BE GIVEN PRIORITY. TABLES MAY ALSO BE GIVEN AWAY.