

Terms & Conditions

Deposits – A strictly non-refundable deposit of £20.00 per person will be required to secure your booking. If a deposit is not received within 7 days, your booking will be automatically cancelled.

Payments – All payments are non-refundable and non-transferable. Payment in full (again strictly non-refundable) must be received 8 weeks prior to the event. All bookings made after 5th November 2020 must be paid in full within 7 days or if the booking is less than 7 days from the event, payment in full is due immediately.

Account Bars – All account bars must be arranged at least 14 days in advance of the function. The account must be secured by a credit card and settled on departure. Bar accounts can only be billed after the event if credit facilities have been arranged and approved at least 8 weeks in advance.

Minimum numbers – In the unlikely event that the hotel is obliged to cancel the event all monies will be refunded or an alternative date or suite will be offered (at the hotels discretion) without further liability to the hotel.

Final numbers – We regret that should your party numbers decrease, payment (including deposits) cannot be offset against food, beverage or accommodation.

Dress code – The dress code for all events is smart (no jeans or trainers) except New Year's Eve gala dinner, which is black tie.

Food and beverage – Special requests (i.e. dietary requirements) must be made known to the hotel at least 20 days prior to the event. No additional food or beverage of any kind is permitted into the hotel by organisers or guests.

Pre-orders – We require pre order for food and beverage options within your package, this is due at the time of full balance payment.

Table plan – We regret we are unable to guarantee seating arrangements and table configuration. For New Year's Eve bookings, please be advised that any parties of less than 6 will be seated on a shared table.

Car parking – Onsite car parking is guaranteed for residents at a reduced rate, we offer a 10% discount from our published tariff for guests attending Christmas parties. Guests who wish to leave their car overnight will be charged £22.00 for 24 hours.

Inclusive Packages - All prices quoted are package prices and as such any unused part are non-refundable or transferrable.

Booker Name:

Party Name:

Email:

Telephone:

Please reserve me places at a cost of per guest, for the following party

- Friday 4th December Saturday 5th December Friday 10th December Saturday 11th December
- Friday 18th December Saturday 19th December Christmas Day Lunch
- New Years Eve Gala dinner

No booking will be secured without payment of a deposit.

Please note a strictly non-refundable deposit of £20.00 per person is required to secure each place booked. Payment in full (also non-refundable) must be made 8 weeks prior to the event.

Payment by credit/debit card

MasterCard / Visa / Amex

Last 4 digits on the card:

Expiry date:

Please accept this booking form in accordance with the terms and conditions.

Booker's signature _____