



BOOKING FORM

Contact name _____

Name of company / club _____

Contact address _____

Telephone no. _____

E-mail _____

Date of event _____ Arrival time _____

Type of Event _____

Choice of room _____ Room hire charge _____

Choice of Menu _____

No of guests TOTAL: _____ adults _____ children _____

Deposit enclosed _____

Signature _____

Terms and conditions:

Please ask your guests to be aware that due to wood floors all heels should not be smaller than 1cm2. Due to the size of our car park, only resident guests may park at the hotel. As the proud holders of a Gold Green Tourism Award we request that any confetti used is natural petal only and that any balloons are fully biodegradable (we do require to see a product label) – we really thank you for your understanding.

To confirm your booking we require a non returnable deposit of £500 and the completed booking form. Provisional bookings will be held for 14 days. We will notify you before releasing a provisional booking. Full payment for the known amount of the booking is required 8 weeks prior to the event. We strongly recommend that you take out insurance to cover any cancellation fee that may be incurred should the need arise to cancel the booking. Whilst every effort will be made to resell the venue; if unable to do so, we charge as follows:-

Less than 14 days before - 100% of the total

15 to 28 days before - 75% of the total

More than 28 days – 50% of the total

Sadly, we are unable to control the weather! Unless another suitable room is set aside (incurring a room hire charge) we cannot guarantee a 'sole use' area within the hotel should the need arise to cancel the use of outside facilities due to adverse weather conditions.

SUBJECT TO CHANGE WITHOUT NOTICE

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