

<b>Date:</b>	<b>Date of Event:</b>	<b>No of Guests</b>
<b>Name of Organiser:</b>	<b>Email:</b>	
<b>Telephone No:</b>	<b>Address:</b>	
<b>Mobile No:</b>		
<b>Fax No:</b>		

**Please tick your party night date below:**

Friday 8<sup>th</sup> December 
 Friday 15<sup>th</sup> December 
 Thursday 21<sup>st</sup> December   
 Saturday 9<sup>th</sup> December 
 Saturday 16<sup>th</sup> December 
 Friday 22<sup>nd</sup> December

**Arrival time:**

Arrival time for all our Christmas Party Nights is 7.00pm for a 7.30pm sit-down.  
The bar will close at 1am with carriages at 1.30am.

**Drinks Packages:**

Please enter the quantity of drink packages required:

<u>Wine &amp; Bubbly</u>	<u>4 Pint Pitchers</u>	<u>6 Bottle Ice Buckets</u>
White (£16) <input type="checkbox"/>	Carlsberg Export (£14) <input type="checkbox"/>	Becks (£20) <input type="checkbox"/>
Red (£16) <input type="checkbox"/>	Shedhead (£16) <input type="checkbox"/>	Corona (£20) <input type="checkbox"/>
Rose (£16) <input type="checkbox"/>		Mixed Bucket (£20) <input type="checkbox"/>
House Fizz (£23) <input type="checkbox"/>		

**Please complete payment details below:**

<b>Deposit to be Taken (£15 per person): £</b>	<b>Balance Payment: £</b>
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Payment Type: CASH 
 CHEQUE 
 CREDIT/DEBIT CARD

<b>Full Name of Card:</b>	<b>Card Type:</b>
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Card No:

Expiry Date     Card Issue No     Security No

Signature  Print Name



# 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 £15 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 £15 per person. This may be paid in cash or credit/debit card. The balance must be paid in full by 30<sup>th</sup> November 2017. 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, ie less than 8 or 10 guests per table, we reserve the right to seat guests from another party on your table, although we will endeavor 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 7 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 are to be paid on the night of the event either by cash or credit/debit card.

## **ACCEPTANCE**

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

Signature..... Date.....

