

Christmas Party Night Booking Form

Contact details: <small>(Please complete the following)</small>		
Full name:	Company name:	
Address:		
Post code:	Contact no:	
Email address:		
Important booking information:		
Menu:		
Our 5 course menu is applicable for all nights and we require a pre order of your group's main meal selection including dietary requirements no later than 10 days prior to the function date.		
Drinks, wine and packages:		
Drinks tokens and wine can be purchased in advance of your booking using our enclosed pre order form. Pre ordered tokens must be collected on the evening of your event from the event manager between 7.30pm and 8.00pm. Please be aware that all tokens can only be purchased in dominations of 10. We offer a discounted rate for pre ordered table wine and Champagne. Wine purchased on the evening will be chargeable at the standard rate from the bar. Please note that we do not offer table service for drinks.		
Deposits and payment:		
We require a non refundable and non transferable deposit of £10.00 per person to be paid at point of booking. Full payment of all food and pre ordered packages, tokens and wine is required no later than 14 days prior to the function date. (28 days for sole use/ private room events) All prices are inclusive of VAT. Cheque payments are payable to: Silvermere Golf and Leisure Ltd. We only accept one payment method per booking.		
How to book:		
Please have your card details ready, along with the required date of your booking and total number of guests – availability and rates can be found on our website or simply contact a member of the events team. Tel: 01932 584 333 Fax 01932 584 331 Email: inn@silvermere-golf.co.uk Office opening hours are: Monday to Friday 9.00am until 5.00pm Saturday 10.00am until 4.00pm		
Itinerary:		
Doors open from 7.15pm for a 7.45pm sit down Please see our Christmas brochure for the evening itinerary		
Booking details: <small>(Please complete the following details)</small>		
Date of event:	Package rate per head: £	
Total Number of guests:	Special dietary menu:	
Chicken option:	Beef alternative:	Vegetarian alternative:
<p>I _____ (NAME) have read and understood the booking terms and conditions and I agree to be bound by them in relation to _____ (DATE OF EVENT)</p> <p>Signature: _____ Date: _____</p> <p style="text-align: center;"><small>(An invoice will be issued following receipt of this completed and signed booking form)</small></p>		

Terms and Conditions

Silvermere Golf and Leisure Ltd is part of Dwellcourt Group Ltd and is hereafter termed the Company. These terms and conditions apply to all Conferences, Banquets, Functions and other related bookings held on the Company's premises by the client.

1. CONFIRMATION OF BOOKINGS

- a. Your deposit of £10.00 per head is non refundable in the event of any cancellation.
- b. Full payment of all food, pre ordered tokens and wine, is required no later than 14 days prior to the function date. (28 days for sole use/ private room events).
- c. Any cancellation after full payment has been made is non refundable.
- d. Drinks tokens, must be used on the night, they are non transferable and non refundable.
- e. Dietary requests must be notified at least 14 days prior to your function date.

2. FINAL NUMBERS

- a. The client shall give final numbers along with full payment of the invoice for all guests attending no later than 14 days prior to the function for a mixed event or 28 days prior for a sole use or private event. The company will try to accommodate any increase over previously advised numbers
- b. For functions, an invoice will be sent upon receipt of the deposit, prior to the function date.
- c. The company will not be liable for any decrease in numbers after final payment of the invoice.

3. CLIENTS USE OF THE PREMISES

- a. The Client and persons attending the function shall:
 - i. Comply with all licensing, health and safety and other regulations relating to the premises
 - ii. Not bring any dangerous or hazardous items onto the premises and to remove any such items promptly when requested to do so by a member of Company Management or any other such authorized person
 - iii. Not consume any food or drink on the premises not supplied by the Company or its authorized caterers, without the Company's prior written consent
 - iv. Not act in any improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable request by the Company's employees
 - v. Any person or item in breach of these conditions may be refused admission to or be removed from the premises
 - vi. The company will not be liable for any costs in relation to clients property lost, damaged or stolen during the event. Clients leaving property overnight do so at their own risk.
 - vii. To comply with company regulations our December themed events are strictly for adults only. Therefore no under 18's are permitted at these events.

4. CANCELLATION BY THE COMPANY

- a. The Company may cancel the bookings under the following circumstances:
 - i. If the premises or any part of it is unavailable due to circumstances outside of its control
 - ii. If the Client becomes insolvent or enters into liquidation or receivership
 - iii. To avoid breach of these conditions
 - iv. If it might prejudice the reputation of or cause damage to the Company
- b. In such an event, the Company will refund any advance payment made but will have no further liability to the Client

5. CANCELLATION BY THE CLIENT

- a. Cancellations must be notified to the company in writing.
- b. Upon receipt of a cancellation letter the following cancellation fees will apply;
 - i. More than 6 months prior to the function date Whilst no cancellation fee applies the deposit is non-refundable
 - ii. 3 – 6 months prior to the Function Date A fee of 75% of the anticipated cost of the full invoice will apply
 - iii. 1 – 3 months or less of the function date, a fee of 100% of the anticipated cost of full invoice will apply

6. LIABILITY

- a. The Company will be liable to the Client and/or persons attending the function for injury to persons or loss or damage to property only where and to the extent that it has been negligent but otherwise will be under no liability to them whatsoever.
- b. The Client will be liable for any loss or damage to the Company's property including walls, light fittings and equipment (including items hired for their use) or injury to any person including the Company's staff and shall indemnify the Company against any loss or liability (other than the Company's liability in a) above) arising from the function.
- c. The Client is advised to consider arranging insurance for the function covering public liability and loss or damage to its property and that of persons attending the function.

7. GENERAL

- a. The Company will take all reasonable steps to fulfill the reservation to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least an equivalent standard at no additional costs to the Client.
- b. The Client shall not be entitled to assign the booking to any third party nor utilize the Company's facilities, other than for the purposes agreed.
- c. The Company reserves the right to pass onto the client any additional costs incurred by them in respect of goods and services requested during the course of the function or caused by the Client not adhering to the agreed times of services.
- d. Whilst the Company has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.
- e. Notwithstanding anything contained in these Terms, the Company will not be liable for any failure to perform its obligations to the Client in whole or part as a result of any of the following circumstances:
 - i. Strikes and Other industrial action(s)
 - ii. Fire and/or Floods at or near the premises
 - iii. Civil unrest, dispute or commotion
 - iv. Act of God
 - v. Legal action against the Company, not resulting from its negligence, preventing the supply of services
- f. Written confirmation of the reservation shall be deemed to be acceptance of these conditions
- g. Whilst the company has taken all reasonable steps to ensure that the information contained in its brochures, leaflets, website, tariffs and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.

This agreement shall be subject to the law of the country in which the premises is situated.
These Terms and Conditions and Booking Forms supersede all previous versions.