



BOOKING FORM

Please reserve (No)..... **places for**.....
Selected Date (day)..... **(Date)**.....
Alternative Date (day)..... **(Date)**.....

I enclose my deposit of £10 per person totalling £.....

Cheque Enclosed: please tick box

Bank Details

Barclays Bank
 Account Name: Complete-Cuisine.com Ltd
 Account No: 63411753
 Sort Code: 20-26-08
 Please quote booking reference as found on email.

Organisers Name:
 Company Name:
 Dept. (if appropriate):
 Contact Address:

Post Code:
 Tel: (day):
 Mobile:
 E-Mail:
 CC. Email:

I understand and accept the terms and conditions: Please tick box

Signature:

Printed:



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TERMS & CONDITIONS

Provisional Bookings and Deposits

1. Initial provisional bookings can be taken over the telephone. In order to secure this provisional booking we require written confirmation or a completed booking form for your booking within 7 days. We also require a deposit of £10 per person within a further 7 days. (2 weeks from the initial booking).
2. Deposits can be made by cheque made payable to 'The Venue'. The Venue will only accept one cheque per party. Cash payments can be made by prior arrangement with The Venue or payment can be made direct to our bank (details on booking form). (All prices are inclusive of VAT at the prevailing rate).
3. We reserve the right to cancel any provisional bookings held for more than 14 days without being confirmed with the relevant written confirmation and deposit.
4. The Venue reserves the right to negotiate the provisional time period at the time of the initial booking depending on availability and how close the date of the booking is.
5. All deposits made are non refundable.
6. The Venue will only accept one cheque per party or a processing charge of 50p per cheque will be charged.
7. An increase in the party size after the deposits have been paid is subject to availability.

Final Payments and Final Details

1. If your final numbers are less than that initially booked with deposits, we regret that 'lost deposits' cannot be off set against the final payment.
2. Six weeks prior to your event you will receive a final invoice which is to be settled 28 days before the booking date. (Same payment terms apply, as with payments of deposits - see item 2 in provisional bookings and deposits above).

Cancellation Charges

Should the numbers in your party decrease by 10% or more, less than six weeks before the party, you will lose your deposit and you will be liable to pay 75% of the total cost of those originally booked.

Additional

1. Please note in adherence to the new legislation the building is entirely non smoking.
2. The Venue reserves the right to cancel any event and offer an alternative date of equal value.
3. The Venue reserves the right to change any menu dish without notice if supply is affected or condition/quality of any food supplied falls below standard.
4. The Venue cannot be held responsible for damage or loss of property, however caused.
5. You will indemnify The Venue against any damage caused to the premises or equipment by any person attending the event and will agree to pay for any such damage in full.