

TO MAKE A BOOKING

- Please telephone the venue to check availability for your desired date and to make a provisional booking.
- Complete the booking form and return to the venue with a non-refundable, non-transferable deposit. Cheques can be made payable to "Monks of Bulphan Ltd".
- For all events, full payment is required no later than 21 days prior to the event.

BOOKING FORM

Date of event:..... Name of event:.....

Contact Name/Organiser:..... Company Name:

Address:

..... Postcode:

Telephone number (daytime): Telephone number (evening).....

Email: Number of guests:.....

Special dietary requirements:.....

I enclose a non-refundable & non-transferable deposit of £

Charge Credit card no:..... Expiry date:.....

Valid from Date: Issue no.....

Card holder's name:

This is to certify that the terms & conditions set out in this brochure have been read and accepted by me on behalf of all persons for whom this booking is made. I am over 18 years of age.

Signature:

Name (please print) Date:

TERMS AND CONDITIONS FOR BOOKING A CHRISTMAS FUNCTION THESE TERMS AND CONDITIONS SHALL APPLY TO AND BE INCORPORATED INTO THE CONTRACT:

A provisional booking can be made and will be held for 14 days from receipt of the booking. Within these 14 days a non-refundable, non-transferable deposit must be received with cleared funds and accompanied with a completed booking form to secure your provisional booking..

- When completing the booking form please ensure all sections are accurate. If the number of intended attendees reduces after confirmation of your booking, then any deposit paid for non-attendees shall be non-refundable and non-transferable and any such deposit paid for non-attendees cannot be used to off-set any outstanding balances due.
- Final balances for your booking is due no later than 21 days prior to the event taking place. If final balances are not received by payment of cleared funds, then the booking will be automatically cancelled and any deposit paid will not be refunded or transferred to any other function/event.
- If you wish to terminate your booking, Ye Olde Plough House must be notified in writing, and any deposit paid is non-refundable and non-transferable.
- If a cancellation is made less than 6 weeks prior to the event, then the final balance will remain payable in full.
- All offers made by Ye Olde Plough House are subject to availability.
- There are a limited number of accommodation rooms when attending a Christmas function, at a special Christmas rate, subject to availability. If accommodation rooms are available at the time of your booking, payment is required in full.
- Time for payment shall be of the essence of the contract
- The Christmas menus are published in the Ye Olde Plough Houses Christmas brochure, as well as on our website. These menu options are for a set menu and cannot be substituted at the guest's request. However some guests may have special dietary requirements. Ye Olde Plough House will reasonably endeavour to accommodate any such request, however, any such request must be received at least 3 weeks prior to the event.
- Ye Olde Plough House reserve the right to change the menus, if necessary without prior notification.
- All sums payable to Ye Olde Plough House under the contract shall be paid immediately when due in accordance with the contract. This condition is without prejudice to any right to claim interest under the law or any such right under the contract.
- Ye Olde Plough House reserve the right to amalgamate Christmas events to ensure appropriate numbers. Ye Olde Plough House also reserve the right to transfer the event to a smaller or larger suite should attendee numbers dictate.
- All details are correct at the time of going to print but may be subject to change without prior notice.
- Ye Olde Plough House accept no responsibility whatsoever for guests property whilst on the premises, inside or outside of the venue.
- All bars at the venue will close promptly at 11.45pm with the exception of events held on New Year's Eve, where all bars will close at 12.45. All drinks must be consumed within 45minutes after the bar closing time.
- Smart casual dress is a minimum requirement when attending a Christmas event at Ye Olde Plough House. Gentlemen are required to wear a shirt with a collar. Persons wearing blue denim or trainers will be refused entry to the Ye Olde Plough House and all monies paid to attend the function will be non-refundable and non-transferable.
- The management of Ye Olde Plough House reserve the right to refuse entry to the venue.
- Ye Olde Plough House reserve the right to charge the organiser, company or an individual for any damage caused to Ye Olde Plough House by unreasonable behaviour. Ye Olde Plough House operate a zero tolerance policy to unsociable behaviour towards other guests and employees.