**Alexander Park Resort Christmas Parties Booking Form**

Name of Organiser:

Organiser’s Address:

Contact Number:

Email Address:

Chosen Party Date:

Number of Guests in Party:

£10 per person deposit is required to confirm your booking.
Please make cheques payable to ‘Alexander Park’
Bank Details – Account No:  83717615 Sort Code: 20-39-64
Ref: ‘Party Name – Party Date’

Outstanding balance and menu choices must be sent in **6 weeks prior** to your Christmas party

 **Office Use Only**

|  |  |
| --- | --- |
| **Deposit Amount** | **Outstanding Balance**  |
|  |  |
| **Date of Payment**  | **Date of Payment**  |
|  |  |

Please indicate your menu choices by ticking the boxes below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Guest Name** | **Soup** | **Mushrooms** | **Salmon & Prawn Parcel** | **Turkey** | **Sea bass** | **Veg & Hummus Tart** | **Xmas Pud** | **Apple Pie** | **Choc Slice** | **Trifle** |
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Menu Choices must be returned to Alexander Park 6 weeks prior to your Christmas Party Date

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| --- | --- |
| **Name of Guest** | **Dietary Requirement** |
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\*For any dietary requirements please fill in the table below.

On the evening of your chosen party night Alexander Park will incorporate a table plan of all guests, this will be based on the guests’ names that are handed in on this form. It is important that guests stay on the tables they have indicated they will be sat on to ensure everyone is served the meal that they have paid for.

Transport

All Transport will leave for Alexander Park at 7pm Prompt and will be making the return journey leaving Alexander Park at 12:40am.

Hereford Pick Up and Drop Off Point will be Hereford Shire Hall

Ledbury Pick Up and Drop Off Point will be Ledbury Black and White House Bus Stop

|  |  |
| --- | --- |
| **Number of Hereford Transport Required** | **Number of Ledbury Transport Required** |
|  |  |

Conditions of Business All events are subject to the Company’s Terms and Conditions of Business as set out overleaf:

1. **Charges**

(a) A deposit of £10 per person attending the Client’s Event shall be paid by the Client to the Company to secure the booking;

(b) the balance of the charges shall be paid in full by the Client to the Company not less than 6 weeks prior to the Event date.

1. **Cancellation of reservation**

If the Client wishes to cancel the reservation, written notice must be given by the Client to the Company (“Cancellation Notice”). A Cancellation Fee may be charged in accordance with the following provisions of this clause:

(a) If the Cancellation Notice is received by the Company more than 6 week before the Event date, the Company will retain the deposit and no further payments will be taken.

(b) If the Cancellation Notice is received by the Company less than 6 weeks before the Event date, the Charges will be payable in full by the Client to the Company.

1. **Reduction in guest numbers**

(a) Any reduction in guest numbers within 6 weeks of the Event date will be charged at the full rate for each guest.

(b) If the Reduction Notice reduces the number of guests below 50% of the number of guests originally agreed the Company reserves the right to cancel the booking and in that eventuality will retain the deposit.

1. **Orderly Conduct and Behavior**

In the very unlikely event of a serious breach of the contract the Company either on their own behalf, reserves the right to terminate the event and require without refund the immediate departure of the Client and their guests from the property. The breach may include but is not limited to any of the following events:

(a) serious damage to the Company’s property;

(b) any criminal or illegal act;

(c) unreasonable or abusive behavior; or

(d) excessive noise or other anti-social behavior.

1. The Client and their guests are not permitted to bring alcohol or other beverages of their own onto the Company’s premises for consumption anyone found doing this will be asked to leave and their party cancelled with immediate effect.

Signed ……………………………………. (The Client) Dated…………………………………..

PRINT NAME ………………………………………………………

Signed …………………………………… On behalf of Alexander Park Resort

PRINT NAME………………………………………………….. Dated…………………………………