

# 2018 Christmas Party Booking Form

The Arches Dean Clough Ltd, E Mill E127-129, Dean Clough, Halifax,  
HX3 5AX

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**STEP ONE**

<b>Organiser Name</b>	
<b>Company</b>	
<b>Address</b> <small>This is where we will send all Communication</small>	
<b>Daytime Tel. Number</b>	
<b>Mobile</b>	
<b>Email</b>	

**STEP TWO**

## CHOOSE YOUR NIGHT!

**STEP THREE**

## DEPOSIT PAYMENT

The Deposit for a Christmas Party Night is £15 per person. Once we receive your Booking we will send a receipt for your Deposit and an Invoice for your Balance Payment, plus any Drinks Packages you have ordered.

Sat 24 <sup>th</sup> November	£27.50	
Fri 30 <sup>th</sup> December	£37.50	
Sat 1 <sup>st</sup> December	£37.50	
Saturday 8 <sup>th</sup> December	£37.50	
Thursday 13 <sup>th</sup> December	£37.50	
Friday 14 <sup>th</sup> December	£37.50	
Saturday 15 <sup>th</sup> December	£37.50	
Thursday 20 <sup>th</sup> December	£37.50	
Saturday 22 <sup>nd</sup> December	£37.50	

### I enclose a CHEQUE for £15 per person

Cheques made payable to "The Arches Dean Clough Ltd". Please note, we can only accept one cheque per Booking.

### I will BANK TRANSFER £15 per person

Lloyds Bank, Halifax, Sort Code: 30-93-76 Acc No: 68511568  
Please use your Company Name or Surname plus the Date of your Event in 4 digits as the Payment Reference. e.g. SMITH 0712 for a Party Booking from Mr Smith on the 7<sup>th</sup> December

### I will PAY BY CARD £15 per person

16 Digit Card Number:  
Expiry Date Month/Year:  
Cardholder Name:  
3 Digit Security Code:




**STEP FOUR**

## HOW MANY GUESTS?

**STEP FIVE**

## MENU CHOICES & DRINKS PACKAGES

Please see Page 2 to tell us about your Menu Choices & Pre-Bookable Drinks Packages. If your Party is larger than 10 Guests, please photocopy this page so that we have a completed Menu Choice for each Guest.

Guests will be placed on Tables of 10 or 12. If you are bringing a Group Size of LESS than this, you may be placed on a Table with other Guests. If you are bringing a Group Size of MORE than this, we will try and keep your Party Tables close together. Large Groups may still need to share with other Guests if they do not entirely fill a Table.

I have completed all Menu Choices & Drinks Packages for my Booking:

TOTAL PEOPLE IN YOUR

**STEP SIX**

## BOOKING CONFIRMATION

A full copy of our Booking Terms & Conditions can be found on our website [www.thearchesdeanclough.com](http://www.thearchesdeanclough.com), but here are the most important points:

- No Bookings are secure without a Deposit Payment
- All Deposits are strictly non-refundable and are non-transferable after 1/8/18
- Balance Payments will be invoiced to you and must be paid six weeks before your Event Date, or your Booking will be cancelled
- Please send Menu Choices with Booking where possible. If not, these must be with us at the latest 2 weeks before your event or your choices/requirements cannot be guaranteed.

I have read, understand and accept the Terms & Conditions of this Booking:

Signed:

Date:

Print:

