

2019 Christmas Party Booking Form

The Arches Dean Clough Ltd, E Mill E002, Dean Clough, Halifax, HX3 5AX
nicola@thearchesdeanclough.co.uk



STEP ONE

Organiser Name	
Company	
Address	
Daytime Tel. Number	
Mobile	
Email	

STEP TWO

CHOOSE YOUR EVENT

Prices are per person and include VAT

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.

CHRISTMAS LUNCHES:

Friday 13 th December	£30	
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CHRISTMAS PARTY NIGHTS:

Saturday 7 th December	£37.50	
Thursday 12 th December	£37.50	
Friday 13 th December	£37.50	
Saturday 14 th December	£37.50	
Thursday 19 th December	£37.50	
Friday 20 th December	£37.50	
Saturday 21 st December	£37.50	

<p>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.</p>	<input type="checkbox"/>
<p>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 1312 for an evening Party Booking from Mr Smith on the 13th December and SMITH LUNCH 1312 for a Lunch Booking on the 13th</p>	<input type="checkbox"/>
<p>I will PAY BY CARD £15 per person 16 Digit Card Number: Expiry Date Month/Year: 3 Digit Security Code:</p> 	<input type="checkbox"/>

STEP FOUR

HOW MANY GUESTS?

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.

STEP FIVE

MENU CHOICES & DRINKS PACKAGES

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

<p>I have completed all Menu Choices & Drinks Packages for my Booking:</p>	<input type="checkbox"/>
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TOTAL PEOPLE IN YOUR PARTY:	
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BOOKING CONFIRMATION

A full copy of our Booking Terms & Conditions can be found on our website 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 1/8/19
- 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:

STEP SIX

