

# Christmas

Programme **2010**

(Please return this form to the Venue at which the booking is to be made)

## Booking Details:

(Please tick the appropriate Venue)

**Pontlands Park**  
Tel: 01245 476444  
Fax: 01245 478393

**Best Western Ivy Hill**  
Tel: 01277 355111  
Fax: 01277 355038

**Furze Hill Suite**  
Tel: 01277 355111  
Fax: 01277 355038

Name: .....

Function Date: .....

Company: .....

Arrival Time: .....

Address: .....

No. of Adults: .....

.....

No. of Children: .....

.....

Ages of Children: .....

.....

(Children are deemed to be 10 years old or younger on date of function. Children aged 2 & under on date of function are free of charge)

Town: .....

Daytime Tel: .....

City: .....

Evening Tel: .....

Postcode: .....

Fax: .....

E-mail: .....

## Method of Payment:

I wish to pay £ ..... Ticket Payment/Deposit (Delete as applicable)

Cheque made payable to the chosen Venue

Cash Please do not send cash through post

Credit/Debit Card If you are unhappy to supply the following details in writing to enable process of your card, please telephone or visit your chosen Venue to make payment by this method.

Card No: .....

Issue No: .....

Start Date: ..... Expiry Date: ..... 3 Digit Security Code: .....

Cardholders Name: .....

Cardholders Signature: .....

Address of Cardholder: (Include postcode, if different from above) .....

..... Postcode: .....

## Declaration:

I have read, understood and agree to comply with the Conditions of Booking detailed in the Heritage Leisure Christmas Programme 2010.

Signature: .....

Print Name: .....

# Christmas Programme 2010

In order to maintain our high standards of catering and service, prior to completing the booking form we request that you read our Conditions of Booking.

**Please note we do not take provisional bookings; therefore, to secure your reservation the appropriate deposit or ticket price will be payable at the time of booking.**

Bookings will only be accepted upon receipt of a non refundable deposit of **£15.00 per person or the applicable ticket price**. This may be in the form of a cheque, cash or we are happy to debit your credit card; this type of transaction can be processed over the telephone, thereby immediately securing your reservation. These payments are made on the understanding that they are strictly non-refundable and should your numbers reduce from your initial booking this element of the deposit/payment will not be allowed against your final invoice.

For parties up to 10 guests, please choose from our Restaurant Menu on the day (please check with the specific venue for details of menu availability), **except for those guests attending the special Christmas Functions detailed within this brochure, when all guests are required to pre-order in advance**. For parties of over 10 guests and under 20 guests, not attending our special Christmas Functions, please choose in advance from our Chef's Festive menus; see specific venue for menu details.

For all Christmas Party Nights we require your order, in writing, at least 14 days in advance and we require you to supply a table plan, along with place cards stating the individual's name and menu choice, 7 days prior to the function. Parties of less than 8 may be placed at a table with other guests. **Payment of the remaining balance on your account is payable 10 days prior to your function**. We accept both company and private cheques for all parties and credit cards for parties up to 20.

**For cancellations after this point (10 days) or failure to arrive, the full charge per person will apply. Any outstanding balance at the end of the event (e.g. bar drinks) will need to be settled prior to departure unless you have an account with Heritage Leisure.**

In the evening during the month of December our Wedding and Party and Conference Menus are not available, however, the Management will be more than happy to prepare a menu tailor made to suit your exact requirements. Please note, to book any of our private Dining Rooms minimum numbers are required, please check with the individual venues for exact details. For parties over 30 persons we request that the whole party chooses one menu.

**Please note staggered arrival times, on Christmas Day and Boxing Day will be as follows:** 12.00pm for 12.30pm sit down, 12.30pm for 1.00pm sit down, 1.00pm for 1.30pm sit down, 1.30pm for 2.00pm sit down, 2.00pm for 2.30pm sit down, 3.00pm for 3.30pm sit down.

To allow staff to enjoy their Christmas, we respectfully request that all tables are vacated by 6.00pm following lunch on Christmas and Boxing Day.

Please note, staggered arrival times at all venues for Party Nights and New Year's Eve will be as follows: 7.00pm for 7.30pm sit down, 7.30pm for 8.00pm sit down, 8.00pm for 8.15pm sit down.

Please see individual event details for bar closing times, music finish and carriages.

**Over the Christmas period please pre-book your taxi, as we cannot guarantee availability without long delays.**

**Dress Code:** for Christmas Party Nights, Christmas Day & Boxing Day - Smart Dress, No Jeans, T Shirts or Trainers

**Dress Code:** for New Year's Eve - Formal Evening wear, with the exception of Furze Hill. The Management reserves the right of refusing admittance and without refund.

**New Year's Eve Celebrations & our Christmas Party Nights are not suitable for Children under 16 years of age.**

Preferential rates on accommodation are available throughout the month of December for guests attending an event with us. Please refer to the tariffs at each individual venue for accommodation and price details. The Hotel accommodation and Restaurant availability within the group is limited between 24th December and 1st January inclusive (with the exception of New Year's Eve), please contact the individual venues for more details.

Some of our menu items contain nuts, seeds and other allergens. There is a small risk that tiny traces of these may be in any other dish or food served at our venues. We understand the dangers to those with severe allergies. Please note it is your responsibility, when booking with the individual venues that we are made aware of any allergies you or your guests may have. Please provide the Management, prior to the function, with details of any guests with disabilities to ensure appropriate facilities are provided.

**ALL PRICES INCLUDE VAT AT THE CURRENT RATE. NON-TICKETED EVENTS ARE SUBJECT TO A 10% SERVICE CHARGE ON THE TOTAL FOOD AND DRINKS BILL.**



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