

EVENT PACKAGE BOOKING FORM 2019 - Page 1

First Name:

Surname:

Mr/Mrs/Miss:

Email:

Address:

Tel No:

Mobile No:

Event Date:

Event Type:

Event Name:

Postcode:

Venue Choice: BARONIAL HALL

ELIZABETHAN RESTAURANT

Please indicate:

HOG ROAST

Arrival Time:

Sit Down Time:

HOT COUNTER

Number of adult guests:

BBQ

Number of children's meals:

EVENING BUFFET

£50.00 bar extension until 01:00 Yes / No

DAY DELEGATE:

18TH/21ST PROM

BOND PAYMENT (£500.00): Yes / No
21st Birthday Parties ONLY

CORKAGE CHARGE*

*£8 corkage charge per 750ml wine, sparkling wine or champagne - see Terms & Conditions

To secure your booking you are required to pay the FULL deposit of the venue hire by cheque, cash or debit/credit card.

Deposit Amount: £

Paid in full (please tick):

PLEASE COMPLETE PAYMENT DETAILS AND CUSTOMER AUTHORISATION ON PAGE 2

EVENT PACKAGE BOOKING FORM 2019 - Page 2

Please complete payment details below:

Deposit taken: £

Payment Type:

CASH

CHEQUE

DEBIT/CREDIT CARD

Full Name on Card:

Card Number:

Expiry Date:

Security Code:

Card Issue Number:

Card Type:

CANCELLATION POLICY

In the event of you having to cancel your function for any reason after you receive your booking form you will automatically lose your deposit and the following conditions will apply:

| | |
|------------------------|-----------------------|
| 3-6 months in advance | 30% of total charges |
| 1-3 months in advance | 50% of total charges |
| 7 - 14 days in advance | 80% of total charges |
| 3 - 7 days in advance | 100% of total charges |

Customer Authorisation:

Signature:

Date:

Print Name:

Bird Hills Golf Centre
Events Package
Terms & Conditions 2019

1. To secure a booking a deposit of the FULL venue hire is required, this can be paid by cash, cheque or credit/debit card.
2. The deposit payment is confirmation of a booking and will also be the first down payment towards your event. Credit card details to be supplied as a security booking guarantee.
3. If you wish to cancel your event, you will automatically lose your deposit as per the Cancellation Policy on page 2 of the Booking Form.
4. The Customer is required to settle 50% of the total bill TWO months prior to the event date.
5. Final numbers/details and payments to be finalised ONE month before the event date.
6. A working table plan is to be supplied ONE month prior to your event date and a template can be found in our brochure.
7. Abusive or destructive behaviour will not be tolerated on the premises.
8. An £8 corkage charge is payable per 750ml of wine, champagne or sparkling wine. No other alcohol, soft drinks or food is permitted unless authorised by the Clubhouse Manager.
9. Guests are responsible for arranging their own transport home.
10. We take no responsibility for loss of personal belongings on the premises. If damage is caused by any member of the party's group, then Bird Hills Golf Centre has the right to obtain payment in full for the damage from the booker or event organiser.
11. All food and drink charges amounted at your event, additional to those settled by the deposit and in advance balance of payment are to be paid on the day of the event by cash, cheque or credit/debit card.

ACCEPTANCE:

I have read and accept the terms and conditions

Signature:

Print Name:

In accordance with GDPR please tick the box if you wish to receive information on other offers from Bird Hills Golf Centre



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WWW.BIRDHILLS.CO.UK

BIRD HILLS GOLF CENTRE DRIFT ROAD HAWTHORN HILL MAIDENHEAD BERKSHIRE SL6 3ST