

## THE WALNUT TREE FUNCTION BOOKING FORM

Dear Organiser: Through the many years of our experience, we have noted that often on the day of the function people cannot remember what they ordered. To help solve this problem we would be grateful if you would complete this form, retaining a copy for yourself and send one to us with your deposit. Ask your guests to fill in their names and choice from the appropriate menu. Whilst we try to seat everyone together at one table, it is not always possible for large parties.

DATE OF PARTY _____	NUMBER IN PARTY _____
NAME _____	ORGANISATION _____
ADDRESS _____	TELEPHONE _____
NUMBER _____	DATE DEPOSIT PAID _____
_____	TIME OF MEAL _____
_____	DEPOSIT PAID £ _____

**ONLY ONE BILL WILL BE ISSUED PER PARTY**

**Wines:** On account/Cash on ordering. **Bar Drinks:** On account/Cash on ordering (Please delete as appropriate)

**Pre Order Wines:** Bin Number \_\_\_\_\_ Wine \_\_\_\_\_  
 Quantity \_\_\_\_\_

NAME	FIRST COURSE	MAIN COURSE	DESSERT

**BOOKING TERMS AND CONDITIONS**

All reservations will only be held for 14 days pending receipt of written confirmation and a Non-Refundable Deposit of £10.00 for each guest and £20.00 for Christmas Day Luncheon (Payment in full for Christmas Day is require by 1<sup>st</sup> December). Any alterations to a booking must be confirmed in writing. The party organiser will be responsible for the full payment of all the guests. CANCELLATIONS/REFUNDS: A refund (excluding deposit) will be made providing 14 clear days notice of cancellation is given in writing. We regret that we must reserve the right to charge in full for any late cancellation or the non-attendance of any member of the party. Final payments will only be refunded if we are able to resell the places. No deposit will be transferable or used for any other product. In the event of any function having to be cancelled by The Walnut Tree, an alternative date or venue will be offered or a full refund given. All details are correct at the time of going to press but may be subject to alteration without prior notice.