

# GREEN PARK

## BRASSERIE & BAR

### **CHRISTMAS PARTY DAY & NIGHTS, TERMS AND CONDITIONS, 2011.**

These have evolved over many years experience to help things go smoothly.

#### **1. Booking.**

Due to the high level of demand, early booking is recommended. Reservations only become confirmed on receipt of a £10 per head, non refundable\* deposit for the evening bookings and £5 per head for lunchtime bookings.

\*Non-refundable means we do not return any deposits or allow them to be used against the outstanding bill should members of your party cancel. Please ensure that all of your party are committed to coming prior to payment of deposits. We do this to ensure that we do not have to turn people away in the belief that we are booked to capacity when we could in fact accommodate them.

#### **2. Payment**

The outstanding balance, except for beverages ordered on the night, must be paid at least 14 days before your reservation date.

#### **3. Amendments**

Please let us know as soon as possible if there are any changes to your numbers. If your numbers increase then we will require an increase in deposit accordingly. Should your numbers decrease, we regret that we are unable to refund any deposits (see non-refundable deposits above). The full meal price will be charged for any reduction in numbers notified to us with less than 48 hours notice.

#### **4. Pre Order**

We need your written pre order 14 days before your reservation date. Not only do we need your total pre order, we also need your pre order per individual to ensure that everybody gets the right food! There is a pdf or an Excel spreadsheet available to assist you – please just download from the website or email us. Parties of 24 or more are requested to submit a table plan at this time.

#### **5. Dietary Requirements**

We will always do our best to cater for most types of special dietary requirement. However, we do need written notification 14 days in advance during this busy period.

#### **6. Enjoyment**

You will enjoy yourselves!

We look forward to hearing from you,

Liz Gilbert

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