

## Christmas Party Night Booking Form

**Name of Company/Group**

**Name of Organiser**

**Address**

**Email Address**

**Telephone**

**Number of Guests Attending**

**Party Night Date** (Please tick the required December 2023 party night date)

	<b>8<sup>th</sup></b>	<b>15<sup>th</sup></b>
<b>Friday</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>9<sup>th</sup></b>	<b>16<sup>th</sup></b>
<b>Saturday</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Timings**

Your three course menu is served between 7pm and 8pm. After dinner the room will be transformed for you to enjoy the disco, with the bar open until 11.15pm, carriages at 11.30pm.

**Arrival Time**  **For a Sit Down Time of**

**Deposit**

A £15.00 non-refundable deposit is required per person to secure the booking; provisional bookings will only be held for up to 7 days. The final balance must then be paid no later than 21 days prior to your party night date.

**Payment Options**

**Cash** (in person)  **Credit/Debit Card** (over the phone or in person)

**Pre-orders**

Food pre-orders are required 21 days prior to your party night. A pre-order form will be emailed to you closer to the date, please ensure each guests name and menu choice is included in order for us to provide you with place cards on your party night. Please also inform us if any guests have any specific dietary requirements e.g. gluten free.

**Acceptance**

I have read the terms and conditions provided within our Christmas Party Night brochure and agree to them on behalf of the whole party.

**Organisers Signature**

**Print Name**

**Date**

**For The Old Quay House Use Only**

<b>Deposit Paid</b> Yes / No	<b>Payment Type</b>	<b>Date Received</b>	<b>Value</b>
<b>Balance Paid</b> Yes / No	<b>Payment Type</b>	<b>Date Received</b>	<b>Value</b>