

FUNCTION BOOKING CONFIRMATION FORM



CONTACT DETAILS

First Name _____ Last Name _____

Phone _____ Email _____

Address _____

FUNCTION DETAILS

Occasion _____ Date _____

Time (start/finish) _____ Number of Guests _____

Please tick which room you require Lounge Criffel Solway

Please note, we can accommodate party's of up to 14 covers in our main lounge, and there is no minimum spend requirements. We can accommodate party's of up to 30 covers in our Criffel Suite, and the minimum spend requirement is £150. If the minimum spend requirement is not met, a room hire fee of £50 will be applied. We can accommodate party's of up to 90 covers in our Solway Suite, and the minimum spend requirement is £300. If the minimum spend requirement is not met, a room hire fee of £300 will be applied.

Confirmed food package _____

Confirmed drinks package _____

Special Requests _____

TOTAL COST

**25% Deposit is required to secure booking*

Food £ _____

Beverage £ _____

Other £ _____

TOTAL £ _____

25% deposit £ _____

PAYMENT DETAILS

AMOUNT £ _____

CREDIT CARD / DEBIT CARD

TYPE Visa MasterCard AmEx Visa Debit

NAME ON CARD _____

CARD NUMBER

EXPIRY /

CCV

FUNCTION TERMS & CONDITIONS



General: The hotel cannot be held responsible for the quality of the food if not served at the scheduled time due to late arrival.

The hotel reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary steps to correct this. In the event of failure to comply with management requests, the hotel reserves the right to terminate the contract and stop the event without any refund or compensation.

No wine, other beverages or food may be brought into the hotel by the client or guests for consumption on the premises, unless pre-agreed by hotel management.

By accepting these terms and conditions, you agree that any account outstanding for your guests attending your function however caused remain your responsibility and you hereby agree to pay for such accounts.

Booking, Confirmation & Payment: Bookings will be considered tentative and held for a maximum of fourteen (14) days until the Booking Form is completed, signed and returned in person, or by email, a 25% deposit has been made and credit or debit card details are given.

Cancellations that are made four (4) weeks in advance will receive a full refund. Any cancellations made less than four (4) weeks in advance will forfeit the deposit and will receive a refund on all other payments made. Cancellations made less than seven (7) days in advance will forfeit all monies paid for deposit and food.

Final Payment: The Golf Hotel will accept cash, credit or debit card for all payments in advance or on the day of the event. No personal cheques will be accepted. Credit or debit card details given when booking was secured may be used if any costs remain after the conclusion of the event.

Final numbers for your function must be confirmed no later than seven (7) days prior to the event.

Duration of functions will be determined before the event and in conjunction with the trading hours. In some cases there will be bookings after one another, in these instances guests are required to vacate the area one hour before the second scheduled function commences. Normally we do not reserve spaces after 9pm.

Damage: The client will be accountable for any loss or damage which is caused to the hotel by any guests of your function.

Music: Depending on the space booked for your function there may be a variety of music options available. The volume of the music is at the manager's discretion.

Cake: Guests are welcome to provide and bring their own cake, which we can store in advance and set on the day of your event. Although every effort will be made, we can accept no responsibility for any damage that may occur. We will provide you with a cake knife, plates and serviettes at no extra cost.

Decorations: Should guests wish to decorate the room or tables prior to the event, please arrange a suitable time in advance. Please also note that this is at the manager's discretion. Any decorations left at the end of a function will be disposed of, unless otherwise stated by prior arrangement.

Prices and selection of beverages are subject to change.

Minimum Spend: Room hire charges will be applicable where the minimum spend requirements are not met for the required room.

Accuracy of information: When booking a function it is the host's responsibility to give accurate details in relation to the type of function and it's guests. If a guest falsifies information or a function is booked on forged pretences The Golf Hotel reserves the right to cancel that function without prior notice and at the expense of the guest.

I have read the terms and conditions stated above and understand that it is a legally binding contract and that the hotel reserves the right to refuse entry without exception.

Signed _____

Dated _____

RESPONSIBLE SERVICE OF ALCOHOL AND COMPLIANCE



The Golf Hotel is committed to the responsible service of alcohol at all times. The Golf Hotel and its licensee assumes responsibility for all persons in the hotel and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to a fine for 'failure to quit a licensed premises'.

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.

No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

I, _____ understand the responsibility of the hotel and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed _____

Dated _____