

ALL SAINTS  
HOTEL, GOLF & SPA

SHARED PARTY NIGHTS

FULL NAME: .....

COMPANY / GROUP NAME: .....

PHONE NUMBER: .....

EMAIL: .....

ADDRESS: .....

.....

PREFERRED DATE: .....

GUEST NUMBERS\*: .....

BEDROOMS REQUIRED: .....

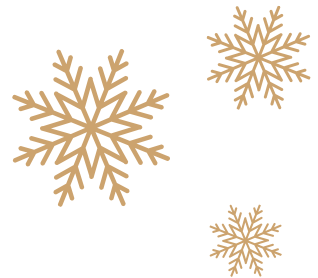
Please confirm if the bedrooms will be paid individually or need to be invoiced to a company.  
*A £50.00 deposit per bedroom will be due on booking*

DRINKS PACKAGES:

We anticipate our Landscape bar to be busy throughout the evening. Therefore, we will be releasing our drinks packages early October which will be on your table when you arrive. Please tick below if you would be interested in pre ordering these.

Yes, I would love to pre-order drinks to be ready when I arrive  
*Full payment will be due on order.*

No, I am happy to order on the evening and anticipate there may be a wait



SIGNATURE: .....

By signing this form, you are confirming you have read our full terms and conditions attached, you are aware and accept that other groups will be in the same space as your party and that you will need to pay a £30.00 per person NON-REFUNDABLE deposit to confirm your booking.

*\*The guest number listed on this booking form will be your contracted numbers, and will need to be adhered to in line with our terms and conditions. If your party numbers are under 8 guests, you will be seated on a table with other guests.*

# CHRISTMAS PARTY BOOKING CONDITIONS

For the avoidance of doubt “the hirer” in these booking conditions includes the person responsible for making the booking and also all those attending All Saints Hotel, including but not limited to: the hirer, their guests, staff and suppliers, all of whom will be bound by these booking conditions. It is the responsibility of the hirer to ensure that everyone is made aware of these conditions.

## 1. BOOKINGS AND PAYMENTS

Provisional bookings will be valid for 5 days from the date of booking (this is the “Provisional Booking Period”) and may only be extended by agreement with the Events Team. All Saints Hotel reserves the right to terminate the booking once the 5 days period has expired if no payment or communication has been received.

By paying the non-refundable deposit stated on your invoice, you agree to be bound by this contract. The contract can only be cancelled or varied in accordance with these terms and conditions.

All Saints Hotel require card details to be kept on file in case of any damage to the hotel building, furnishings, or equipment. All Saints Hotel will notify the hirer of any damages within 48 hours following the event and reserve the right to charge the card on file any costs to replace or fix any damage caused by your party. Card details will be destroyed after the event.

The full payment amount due for the catering and pre-ordered beverage is due no later than Monday 13th November 2023, final numbers will need to be confirmed in advance of this payment. Once payment has been made, All Saints Hotel will not offer refunds for decrease in numbers after the final payment has been received. Any additional numbers must be communicated to All Saints Hotel as soon as possible and deposits must be paid. All Saints Hotel cannot confirm additional numbers from the initial booking form can be accommodated due to venue capacity.

All Saints Hotel require a non-refundable £50.00 deposit per bedroom booking associated with the event. Rooms are only confirmed once the deposit has been paid. Should a room be cancelled less than 48 hours prior to the event, the hirer agrees to pay the full room price.

It is the responsibility of the lead booker to collect payments from their guests. All Saints Hotel will not accept individual payment. Should the final payment not be received by Monday 13th November, All Saints Hotel reserves the right to cancel the spaces.

## 2. CATERING, BEVERAGE & OTHER SERVICE PROVIDERS

The hirer is required to use All Saints Hotel for the provision of all catering and beverage requirements. No other alcohol or food may be brought onto, or consumed on, the premise. All food and beverage requirements and pre-orders must be confirmed no later than Monday 13th November, ahead of the final payment being made.

All Saints Hotel will not accept any changes to the pre ordered food requirements after Monday 13th November. We ask that all dietary requirements are confirmed with All Saints Hotel in writing by Monday 13th December otherwise we cannot guarantee this will be catered for. The Menu cannot be changed due to guest preferences.

All Saints Hotel reserve the right to ask any persons they deem to be under the age of 25 for proof of age. If proof of age is not available, we reserve the right to refuse service of alcoholic beverages. If anyone is seen to be purchasing alcohol for persons under the age of 18, they will be removed from the premise.

All Saints Hotel reserves the right to amend any of components of the menu without notice should a severe allergy need to be catered for on the night.

All Saints Hotel require a seating chart for each table(s) and will provide name cards on the evening. Our kitchen team will send the food on the night as per the pre agreed arrangement and will not change the order of the food service due to guests changing seats on the night.

## 3. CANCELLATIONS

Please note that all deposit payments are non-refundable. If your numbers decrease after you have paid, we reserve the right to keep the £30.00 per person deposit.

All Saints Hotel reserves the right to cancel the booking in the following circumstances:

- The terms and payment terms are not fully met within the time scale detailed on the invoice provided
- If the booking might prejudice the reputation of the hotel
- If the hotel becomes aware of any deterioration in the client's financial situation such the company reasonably considers the client may not be able to fulfil its material obligation under the contract.
- There is not enough interest on a night to cover the costs of the business.

By paying the non-refundable deposit the hirer is agreeing to fulfill the spaces reserved on the booking form. Any cancellation of guests by the hirer must be received prior to the final payment being made on Monday 13th November. If the hirers numbers drop by greater than 5% of the total contracted numbers, All Saints Hotel will charge the additional guests in full. *i.e. if the deposits are paid for 50 guests, the hirer is required to pay in full for 48. The additional 2 would lose the £30.00 per person deposit.*

In the event that the event cannot go ahead due to Covid-19 restrictions affecting the original agreement, All Saints Hotel will offer a refund of the payments already made. All Saints Hotel takes no responsibility for guests unable to attend due to having the virus, self isolation, not being vaccinated or fear of contracting the virus.

## 4. CARE

The hirer shall take the highest degree of care of the property and its furniture, pictures, fittings, and effects in or on the property and ensure that their service providers and guests do also. The hirer will not commit any nuisance or do any act or thing which may be illegal or become a source of danger, inconvenience, or annoyance to All Saints Hotel. All Saints Hotel reserves the right to remove any guest for behaviour deemed unacceptable.

## 5. PETS

There is a no pet policy at All Saints Hotel (*except for guide dogs only*).

## 6. SMOKING

Smoking is only permitted in the designated smoking area, any guests found to be smoking inside the hotel will be removed from the premises and charged a cleaning fee. All Saints Hotel reserve the right to inform the police immediately should any guests be found to have brought onto the premises or be found using illegal substances.

## 7. HEALTH & SAFETY

All Saints Hotel wishes everyone to enjoy the facilities at the Hotel however the hirer must ensure that children are always supervised particularly due to the water and lakes located in the grounds. The Hirer must be aware and ensure that their guests and suppliers are aware that Stairs, surfaces, and walkways both inside and out of All Saints Hotel can be slippery when wet and pavements may be uneven, extra caution is advised. In addition, all Guests must familiarise themselves with All Saints Hotel fire procedures and notify the duty manager of any disabled or infirm guests and ensure adequate measures are put in place to escort these guests from the Hotel in the event of an evacuation. Should a health & safety incident or accident occur the duty manager must be notified immediately.

## 8. LIABILITY

All Saints Hotel accepts no liability for loss or damage to any equipment, property, cars and/or gifts brought into the Hotel, its gardens, or grounds. Any liability of All Saints Hotel shall be limited to 150% of the hire charge. All Saints Hotel will bear no liability for loss, damage or delay however arising, caused by circumstances outside its control including (but not limited to) acts of God, war, strike, fire, flood, or storm but All Saints Hotel will endeavour to notify the hirer as quickly as reasonably possible if a force majeure event occurs.

## 9. LEGALS

This contract shall be governed by English law, and it can only be modified by a supplementary written contract. The hirer will not assign the benefit of this agreement.