

## Function & Conference Booking Form

The signing of this booking form constitutes agreement of the terms and conditions

Day & date of event :  
Type of event :  
No guests/delegates am :  
pm :  
Room/s reserved :  
Client/company name :  
Contact name :  
Organisers' signature :  
Confirmation deposit : £  
Date paid :  
Telephone no day :  
Evening :  
Fax number :  
E-mail address :  
Address for correspondence:  
Post Code:  
Address for invoicing :  
Post Code:  
For business clients, please provide your  
Company Registration Number :  
For internal use only :

## The Red Lion Country Inn (TRLCI) Terms & Conditions

The signing of the booking form constitutes agreement of the terms and conditions outlined below.

### Section 1-Confirmation of Booking & Deposits

All bookings are considered provisional up to 7 days and will only become confirmed upon receipt of a "Function Booking Form/Terms & Conditions" completed correctly and signed by the client/organiser with the confirmation deposit. After 7 days TRLCI reserves the right to re-sell the unconfirmed facilities without notification.

### Confirmation Deposit: £200.00

The Red Lion Country Inn (TRLCI) reserves the right to undertake credit checking on all companies and individuals who enquire, or book any event

### Section 2 - Cancellation

If cancellation becomes necessary after a booking has been confirmed the following conditions of refund/payment apply :-

- Over 1 year : Full refund of any monies paid except the confirmation deposit & external contractors fees contracted by TRLCI
- 3—12 months : No refund of deposit (confirmation & additional) plus 25% of remaining anticipated costs & external contractors fees contracted by TRLCI becomes payable.
- 3 months : No refund of any deposit & 50% of remaining anticipated costs & external contractors fees contracted by TRLCI
- 1 month : No refund of any deposit & 75% of the remaining anticipated cost plus the external contractors fees contracted by TRLCI becomes payable.

### Section 3 - Payment Terms

- Unless credit terms have been agreed, full payment will become due on the day of the event
- If credit terms have been agreed full payment will be due within 30 days. Any queries with the invoice total must be raised within 7 days of the invoice date.
- If credit terms have been arranged and payment is not received within 30 days an interest charge of 10% will be incurred and charged to the final account
- A further 10% will apply every 30 days thereafter until full remittance is received
- Payment will be accepted by either cash or 1 cheque

made payable to D.J & J.H North

- More than 2 cheques incurs a charge of 75p/cheque
- Section 3—Payment Terms continued....**
- Master card/Visa is subject to 2% surcharge.

### Section 4 - Room & Bar Reservation/Hire Charges

- See information listed on "Terms, Conditions and Additional Charges" Information sheet.

### Section 5 - Entertainment

- Any arrangements of entertainment, musical bands, cabaret artists or special acts will be permitted with the permission of David or Jennifer North.
- Where an act has not been booked by TRLCI, and the dance floor is required TRLCI reserves the right to charge a fee as listed on "Terms, Conditions and Additional Charges" information sheet.

### Section 6—External Contractors

The full costs of any external contractors (Celebration cakes; entertainments; florists etc engaged by TRLCI on behalf of the signee/clients/organisers, become due upon confirmation of the event.

Where an event is cancelled the full fee still becomes due.

### Section 7 - Bar Hire & Licensing Legislation

Bar hire charges & bar extension application charges are listed on "Terms, Conditions and Additional Charges" information sheet. The client/organiser/signee of this booking form will be responsible for ensuring that persons under the age of 18 years, who are attending the event are not offered or left in a position to obtain alcohol.

### Section 8-The Provision of Food & Drink

- No wine, spirits, soft drinks or food may be brought on to the premises of TRLCI by customers or guests for consumption on the premises
- If unauthorised goods are brought on to the premises, TRLCI reserves the right to charge an appropriate amount to the signee/clients/organisers' final invoice. Charges will be based on the menus, wine lists and bar prices of TRLCI or priced as similar items.
- TRLCI reserves the right not to offer "Corkage" terms
- Where the provision of catering (food/drink) are not required, room hire charges apply in line with the details listed on "Terms, Conditions and Additional Charges" Information sheet.
- No items, food or equipment may be taken from TRLCI off the premises. Items that are removed without authorisation from either David or Jennifer North, may be considered as theft and the cost charged to the organiser/client.

### Section 8 continued from overleaf..

- Menus, wine lists and prices are subject to alteration without notice and include V.A.T & Service only where stated
- Any alterations to the number of guests attending a function, or the number of guests requiring catering arrangements, or menu alterations must be made in writing no less than 48 hours before the event takes place by the signee/client/organiser
- Additional services/food/drink ordered by the signee/organiser during an event will be charged in full to the final account

### Section 8 - Etiquette

- TRLCI reserves the right to judge an acceptable level of noise or behaviour from the client, guests or representatives. The client/organiser must take all steps necessary to correct any behaviour deemed unacceptable by TRLCI. Upon failure to comply with management requests, TRLCI reserves the right to terminate the contract and stop the event without being liable for any refund or compensation.

### Section 9 - Damage & Theft

- The client/organiser/signee and/or representatives shall be responsible for any damage to or theft from the allocated rooms, or the furnishings, utensils and equipment therein by any act, default or neglect of the signee/client/representatives/organiser, their guests or subcontractor/s, and shall pay TRLCI on demand the amount required to make good or remedy any such damage.

### Section 10 - Fire Regulations & Safety

- The client/organiser signing this form undertakes to be responsible for ensuring that the fire exits within the allocated function rooms remain clear and are not obstructed by any equipment, or furniture.

### Section 11 - Complaints Procedure

- In the case of any complaint or concerns with the event the signee/client/organiser should raise the matter with David or Jennifer North during the time of the event, and the matter should be followed up in writing within 48 hours of the event taking place. Any query with the invoiced total must be advised within seven days of the invoice date.

### Client Confirmation of Deposits Paid

*Please use this section to record deposits paid*

Day & date of event :

Type of event :

Estimated no of guests :

Room/s reserved :

**Confirmation of menus is required a minimum  
14 days in advance of the event of the event**

Deposit paid : £

**Further 50% deposit  
due 1 month in advance of the event**

Received by on behalf of The Red Lion Country Inn

Signature :

Name (printed) :

To avoid disappointment, we kindly request that you telephone in advance to make an appointment to view the function suites and to discuss your requirements.

We regret that provisional reservations will only be held for 7 days. A reservation only becomes confirmed upon receipt of a deposit, a signed and completed booking form

Confirmation of specific requirements including menus equipment and services to be provided will be made in writing after formal discussion with Jennifer North

The Red Lion Country Inn  
CLANVILLE, Andover, Hampshire SP11 9HN  
Telephone (01264) 771007 Fax (01264) 771111  
E mail: [Info@TheRedLion.co.uk](mailto:Info@TheRedLion.co.uk)  
Web site : [www.TheRedLion.co.uk](http://www.TheRedLion.co.uk)

### Office Hours

Monday to Friday 9am to 4pm 6.30pm-11pm  
Saturday 11am-3pm 6.30pm-11pm

# The Red Lion Country Inn Clanville

## Function Booking Form

## Terms & Conditions

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CLANVILLE, Andover  
Hampshire SP11 9HN

Telephone (01264) 771007

Fax (01264) 771111

E mail: [Info@TheRedLion.co.uk](mailto:Info@TheRedLion.co.uk)

Web site : [www.TheRedLion.co.uk](http://www.TheRedLion.co.uk)