

TERMS & CONDITIONS

The Red Lion Country Inn, CLANVILLE, Andover,
Hampshire, SP11 9HN T: (01264) 771007 F: (01264) 771111
E mail: Christmas@TheRedLion.co.uk

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

Section 1 Confirmation of Booking and Deposits All bookings are considered provisional up to 7 days and will only become confirmed upon receipt of a "Booking Form" completed correctly and signed by the client/organiser with the confirmation deposit. After 7 days The Red Lion Country Inn (TRLCI) reserves the right to cancel the provisional booking and re-sell the unconfirmed booking without notification.

- **Confirmation deposit £200.00 payable in one sum/ reservation**
- **Only one payment by cheque may be made payable to DJ & JH North**
- **Final invoice to be paid in one sum with the total confirmation deposit deducted from the final invoice**

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** Once a confirmation deposit has been paid TRLCI regrets that there is no refund if cancellation becomes necessary.

Section 3 Payment Terms (1) Unless credit terms have been agreed, full payment will become due on the day of the event

(2) 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. **(3)** 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.

(4) A further 10% will apply every 30 days thereafter until full remittance is received. **(5)** Payment will be accepted by either cash, debit card, or 1 cheque made payable to DJ & JH North

(6) More than 1 cheques incurs a charge of 75p/cheque.

(7) Payment by Master card/Visa is subject to 2% surcharge

Section 5 Entertainment Any arrangements of entertainment, musical bands, cabaret artists or special acts will only be permitted with the express permission of 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 in the brochure under "Entertainment, Drinks Package & Transport".

Section 6 Bar Hire & Licensing Legislation Where an event is hosted in The Penton, The Appleshaw or The Clanville Suite, bar hire charges and a bar extension application may be applicable. The client/organiser/signee/representatives/guest/subcontractors 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 7 The Provision of Food & Drink (1) No wine, spirits, soft drinks or food may be brought on to the premises of TRLCI by clients/organisers/representatives/guests/subcontractors for consumption on the premises **(2)** If unauthorised goods (food & drink) are brought on to the premises, TRLCI reserves the right to charge an appropriate amount to the signee/clients and/or representatives' final invoice. **Continued...**

Section 7 continuedCharges will be based on the menus, wine lists and bar prices of TRLCI or priced as similar items **(3)** TRLCI reserves the right not to offer "Corkage" terms **(4)** Where the provision of catering (food/drink) are not required, room hire charges apply in line with the details as listed in the brochure. Menus, wine lists and prices are subject to alteration without notice and include V.A.T. only where stated. **(5)** 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 by the signee/client and/or representatives no less than 48 hours before the date of the event. **(6)** Cancellation of any pre-arranged meal not cancelled in writing by the organiser will be charged in full. **(7)** Additional services/food/drink ordered by the signee and or representatives 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, clients guests or representatives. The client/organiser/signee/representatives/subcontractors 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 representatives/subcontractors 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/guests/subcontractor, 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 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/representatives/organiser/guests/subcontractor should raise the matter with 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.

Section 12 Transport Home Return transport is available on a "first come first serve basis" price on application, within the Andover area and is subject to weather conditions. Transport outside of the Andover area is by prior arrangement only and cannot be guaranteed. The driver reserves the right to refuse transport to an individual or group without having to provide a reason.

Section 13 Menus (1) Menu content as listed on the menu is subject to alteration/availability and may be substituted without notification. **(2)** Alterations, additions and special dietary requests may only be made, where appropriate, after prior consultation with Mrs North, which will then be confirmed in writing.

Christmas 2010 Two Course Fork Buffet Menu

Please note the terms & conditions as listed on the reserve of this preorder form.

Please **RETURN** your menu order **28 DAYS IN BEFORE THE EVENT**

Company Name : **ORGANISER/S NAME/S** :

Number of guests attending : Date of reservation: Time of reservation :

Telephone No : E-mail address: Fax no:

Room arrangement..... Room/s reserved

Welcome drink :

Bar facilities (Bar hire charges may apply where a private bar is required) :

Extension to usual bar opening times (Room and bar hire charges may apply) :

Wines with the meal :

Special requests :

Authorised by Jennifer North/Fred Dobson Client/Organiser/s Signature/s.....

Fork Buffet Menu Choice Please choose 4 main course + 1 vegetarian from the menu suggestion
Main course 1
Main course 2
Main course 3
Main course 4
Vegetarian Main Course

Dessert Choices Please choose 4 desserts from the menu suggestion
Item 1
Item 2
Item 3
Item 4
Special Dietary Requirements Information