

## **Terms and Conditions**

### **Christmas Festive Menu**

£5pp deposit is required to secure festive menu bookings.

For the festive menu we will require you to submit your party's pre-order, including any special dietary requirements, online 7 days prior to booking.

The Forum Kitchen + Bar, Common Room, The Devonshire and The Riverside require final catering numbers and remaining balance 7 days prior to the event for both the festive three course and the buffet.

### **Reduction of Numbers/Cancellation Policy**

Please note that if your party booking reduces by a significant amount we reserve the right to re-seat your party to a more appropriate table/area. Whilst every effort will be made to accommodate special seating arrangements, these cannot be guaranteed.

Cancellations 14 days and under may forfeit their deposit.  
Cancellations 7 days and under may forfeit their full balance

It is the responsibility of the booking organiser to inform all members of their party of this policy.

### **Christmas Day and New Year's Eve**

£20pp deposit is required at the time of booking to secure Christmas Day and New Year's Eve bookings.

Full payment is due by the 11<sup>th</sup> November 2017. Cancellations after this date are non-refundable.

For Christmas Day and New Years Eve bookings we will require you to submit your pre-order, including any special dietary requirements, online by the 11<sup>th</sup> December 2017

### **General**

Drinks vouchers may only be used on the date as shown and are redeemable against any house spirit and mixer, selected draught & bottled beers, 175ml house wine or selected soft drinks.

We do not permit customers to consume their own food or alcohol in any of our venues or private function rooms. As licensees we have a duty of care to provide alcohol to our customers that is under our control. We thank you in advance for your understanding.

All of our food is prepared in a kitchen where nuts, gluten and other allergens are present. For allergen information please get in touch with a member of the team. We require all dietary and allergen information to be submitted 7 days prior to the booking. It is the responsibility of the booking organiser to inform all members of their party of this.

All party extras must be ordered and paid for with a minimum of 7 days' notice. The discounted prices will not be available on the evening. Failure to arrive at the time stated on your confirmation may result in your food service time being affected.