



# The Yew Tree Inn Chalvington

## Christmas Party Pre-Order Form

Please complete this form and return to **The Yew Tree Inn, Chalvington Road, Chalvington, Nr Hailsham, BN27 3TB**  
or **manager@yewtreechalvington.com**.

For the attention of Jason at least 7 days before the booked date.

Name of Party \_\_\_\_\_ Date of Booking \_\_\_\_\_ Time of Booking \_\_\_\_\_ Group Size \_\_\_\_\_

	NAME	STARTER	MAIN COURSE	DESSERT	Office Use
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Name of Party \_\_\_\_\_ Date of Booking \_\_\_\_\_ Time of Booking \_\_\_\_\_ Group Size \_\_\_\_\_

	NAME	STARTER	MAIN COURSE	DESSERT	Office Use
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Dear Guest

Please find enclosed our festive party menu, whatever the occasion whether it's the office Christmas party or a gathering of friends and families the Yew Tree can provide the perfect experience. We can cater for up to 30 people seated together in our bright and airy conservatory or we can cater for larger numbers, but please contact us to discuss seating arrangements.

Tea and coffee is available at an additional cost of £2 per person.

All festive bookings will have Christmas crackers on the tables.

The festive menu will be available from Monday the 25<sup>th</sup> November 2019 until Friday the 20<sup>th</sup> December 2019.

All parties need to pre-book their menu choices and the choices must be received at least 7 days prior to your booking.

A non-refundable £10 per head deposit is required to confirm your booking. Until this is received your booking will not be confirmed and we reserve the right to take other party bookings.

Cancellations and alterations will be accepted no later than 48 hours prior to your confirmed booking, after this time the deposit will be forfeit. The same policy will be used for no shows on the day.

Please use the pre-order form provided as this is the copy our kitchen will use to prepare your choices.

Please alert us to any allergies as soon as possible so that we can ensure we can safely cater for your party.

Please note service is not included in your bill as we believe this should be solely at your discretion.