



## The Yew Tree Inn Chalvington

### Christmas Party Booking Form

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.

All festive bookings will have Christmas crackers on the tables.

The festive menu will be available from Monday the 27<sup>th</sup> of November 2017 until Friday the 22<sup>nd</sup> December 2017.

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

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

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.

Name of designated party organiser .....

I have read and understood all of the above terms and conditions.

Signature.....