

# Book your Christmas Party Night

let us take care of you and your guests this festive season

Lead Name of Party .....

Company Name .....

Email Address .....

Contact Telephone Number .....

Party Night Date ..... No. of Guests.....

Drinks Package/s Required .....

Dietary Requirements .....

.....

.....

.....

Deposit \_\_\_\_\_

Date Paid \_\_\_\_\_

Payment Method \_\_\_\_\_

Balance Due \_\_\_\_\_

Date Amount Due \_\_\_\_\_

Please post, email, or drop in your completed form.

CHRISTMAS BOOKING  
The Leatherhead Club  
Kingston Road  
Leatherhead  
KT22 0EE

01372 843 966  
E: leatherhead@playgolfworld.com

I confirm that I have read, understood, and accepted the term and conditions of this booking and all details provided are correct.

FULL NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

The Leatherhead Club will email the confirmation of your booking with a copy of the Terms & Conditions, plus a pre-order booking form.

# T&Cs



THE  
LEATHERHEAD  
CLUB EST. 1903

## MAKING A BOOKING

- 1.1 We will require a £10 pp non-refundable and non-transferable deposit to secure your booking.
- 1.2 The remaining balance must be paid four weeks prior to your party night.
- 1.3 All numbers are considered final 4 weeks prior to your party night. Increase in numbers are subject to availability, where full payment will be required to secure the extra number/s.
- 1.4 All alterations to your booking must be made in writing to leatherhead@playgolfworld.com

## CANCELLATION TERMS

- 2.1 If a party night has to be cancelled in full more than 8 weeks prior to the event, then only the deposits will be retained by The Leatherhead Club. Cancellations made less than 8 weeks before will incur a charge of the total booking value as follows:
  - (a) 4-8 weeks: 50% of the value will be payable.
  - (b) Less than 4 weeks: 100% of the value will be payable.
- 2.2 All monies paid in advance cannot be used to pay for any other goods or services at The Leatherhead Club. It is the responsibility of the party organiser to inform all members of their party of this policy.

## FOOD AND DRINKS PRE-ORDER

- 3.1 All party night bookings will require a food and drinks (if required) pre-order by 1st of November 2018.
- 3.2 It is the responsibility of the party organiser to inform The Leatherhead Club of any dietary requests with your food and drinks pre-orders.

- 3.3 We cannot accept any change to your pre-orders once your food/drink choices have been submitted.
- 3.4 All food and drinks pre-orders must be submitted on our order form. We cannot accept any other form for submission of pre-orders.

## OTHER T&Cs

- 4.1 Whilst every effort will be made to accommodate special seating arrangements, these cannot be guaranteed, and large groups may be split over two or more tables.
- 4.2 No alcohol or other beverages may be brought into The Leatherhead Club for consumption, or as prizes. The Leatherhead Club reserves the right to confiscate any alcohol brought onto our premises.
- 4.3 The minimum age for attending our Christmas Party Nights is 18 years old.
- 4.4 Prices quoted are inclusive of VAT at 20%, and are subject to alteration, should the VAT rate change.
- 4.5 The dress code for all party nights is smart party wear.
- 4.6 The Leatherhead Club reserves the right to cancel any date. In these circumstances, an alternative date will be offered, or you will be entitled to a full refund of any payments. The Leatherhead Club will have no further liability.
- 4.7 The Leatherhead Club does not accept any liability to any loss or damaged property whilst attending a Christmas Party Night. Vehicles are left over night at the owner's risk.
- 4.8 Any damage caused to The Leatherhead Club's property by a member of your group will be the responsibility of that individual/s, and may result in The Leatherhead Club taking further action.