

Terms & Conditions

A **non-refundable, non-transferable deposit** of £10.00 per person and completed booking form for all Festive Events** is required 14 days after the provisional booking is made. A definite booking will then exist between the two parties. If a deposit of £10 per person and completed Booking Form is not received within the 14 days, your booking will be released without contact.

All final balances and pre-orders must be fully paid by
Friday 29th November 2019.**

All final payment monies are non-refundable.

Should a member of your party not attend the event, their payment cannot be refunded or transferred towards a wine/drinks tab.

- It is regretted that definite table arrangements or any increases to numbers cannot be guaranteed but every effort will be made to comply with your wishes.
- We reserve the right to change any specific room booked.
- The hotel reserves the right to change the entertainment on any date.
- It is not allowed for any of your guests to bring in any of their own drink or food. Any guests found to have done so, will be asked to leave along with their entire party.
- Speeches or raffles at public party nights are not allowed as they interfere with the enjoyment of other parties.
- Any guest whose behaviour gives the hotel concern in any way whatsoever will be asked to leave or will be refused admission.
- Any damages caused will be charged to the company/organiser.
- Spray string and all aerosol sprays are prohibited due to affecting the fire detection systems and will be confiscated.
- The booking form must be signed by the party host.
The party host should be the person responsible on the day and is responsible for the behaviour of his/her guests.
- Any fights, aggressive behaviour or abuse to staff members will result in a lifetime ban for the person involved and a party ban for the Group/Company they belong to. Further to this, police may be called, and appropriate action will be taken.

****Please note** Full payment will be required for our New Year's Eve Event

** No pre-order is required for Christmas Day

Booking Form

Party Host's Name: _____

Company/Group: _____

Address: _____

Event Date Required: _____

- Festive Party Night
- Christmas Day Luncheon**
- Boxing Day Lunch
- New Year's Eve 80's Night**

I accept and agree to all the terms and conditions of booking and am the function host. I also understand that all deposits are non-refundable under any circumstances.

Signed: _____

Contact Number: _____

Deposit at £10 per person enclosed: £ _____

**** Full Payment will be asked for our New Year's Eve event
** No pre-order required for Christmas Day**

*Please make cheques payable to **Waveney House Hotel Ltd***