

Swan Hotel, Alresford

Tel 01962 732302

Email: swanhotel@btinternet.com

Christmas Party 2016 Booking Form

Please complete the booking form and return to the hotel. Menu selection forms along with your final payment must be received not later than 7 days before your party. A non-refundable deposit of £10.00 per person secures your booking. A receipt for your deposit will be issued and deducted from your final bill. Please make cheques payable to The Warwick Corporation. If you wish to pay your deposit by credit/debit card please contact the hotel.

Name:

Organisation:

Address:

Contact Phone No:

Date of Party & Time:.....

No. of Guests: Menu:

Wine:

Any Special Requirements:.....

Deposit Enclosed: £..... (£10.00 Per Person)

TERMS AND CONDITIONS

All verbal bookings will be treated as provisional until confirmed in writing.

For all parties we require menus to be pre-selected and returned to The Swan Hotel at least a week before the party.

All deposits paid are non-refundable and non-transferable.

All additional charges incurred during your event must be settled prior to departure.

Any guests with allergies and/or special dietary requirements are advised to inform us at the time of booking.

All prices include VAT at current rate. Gratuities are at guests' discretion.