

SANDRINGHAM HOTEL

BOOKING FORM

First Name:		Last Name:	
Name of Company:			
Address (Work):			
Telephone:			
Email address:			
Date required:		Number of Persons:	
Luncheon booking (12.30pm / 1.00pm)		Dinner Booking (7.30pm / 8.00pm)	

Alternative seating can be arranged with the Manager.

We require your full menu order (including starters and desserts) no less than 14 days in advance.

TERMS & CONDITIONS

A NON REFUNDABLE deposit £10.00 per person is requested within 14 days of making your reservation or the booking may automatically be cancelled.

Full payment is requested no less than 14 days in advance of your function. Organisers should inform their party of our non- refundable policy and our 'Bring your own Wine' policy.

No refund will be made once full payment is received.

Credit Card Number:	Expire Date:
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Cheques should be made payable to Duttlan Hotels Ltd. (Please note, cheques are only accepted for payments made in advance)

I enclose £..... as a deposit for people for the above event. I have read and understood the Terms and Conditions of booking.

Signature: (of Party organiser)	Date:
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