

BIRMINGHAM BOTANICAL GARDENS PRESENTS

THE GREAT GATSBY

SHARED PARTY NIGHT BOOKING FORM 2018

TERMS AND CONDITIONS

Unless confirmed in writing along with a completed booking form and deposit payment, all reservations will be treated as provisional and will be held for no more than 14 days. Bookings unconfirmed after this time will be automatically released from the diary and space offered to other guests.

Bookings will be confirmed on receipt of a completed booking form and full deposit for the group (non-refundable, non-transferable deposit of £10 per person). All guests are to be made aware that no individual payments or individual correspondence will be processed. All event details are liaised with the main contact at your company only.

Bookings will be confirmed by email with a unique BBG booking reference to be used by the main contact at your company for all event details.

We will only accept one payment per group through the payment methods: bank transfer, debit card, credit card or single cheque. Please refer to your pro-forma invoice for methods of payment details.

Final numbers, menu and drink pre-orders, allergies and intolerances along with the final balance payment are to be received eight weeks prior to the event. Minimum shared numbers of 10 guests per table apply. Tables can seat up to 12 guests maximum. Each table of your booking will be filled by 12 guests before being allocated an additional table (minimum of 10 required to do so).

In the event of a reduction in guest numbers or a group cancellation received less than eight weeks prior to your event date, all deposits and full payments will be lost and cannot be used towards other goods or services. For cancellations received greater than eight weeks prior to event date, all deposits are non-refundable and non-transferable. All alterations to a booking must be confirmed in writing.

New bookings made eight weeks or less before the event taking place will require full payment and full pre-order at the time of booking. Any additional guests that you need to add at a later stage must be made in writing, with dietary requirements and full payment at time of booking. No additions can be made within two weeks of the event date.

No access to the event, bar or grounds can be granted for guests whom arrive early and guests will be asked to wait in our events reception. All guests must vacate the property and grounds by 1am when the property is securely locked. All guests are to be made aware that parking penalties are automatically issued for vehicles not validated on arrival. Vehicles cannot be left overnight. Please ensure all guests are aware which group they are part of so that they can be correctly directed to your event suite upon arrival.

In accordance with the introduction of the smoking laws, all areas of the venue are no smoking. We will, however, supply a designated smoking area outside of the venue.

The team reserves the right to refuse admission and to remove from the function any person whose condition, in the opinion of the staff, interferes, or is likely to interfere, with the enjoyment of the function by other guests and no refund will be offered for guests removed from the event.

Additional guests are not permitted to enter the venue for dancing only.

COMPANY

DATE OF PARTY

ADDRESS

MAIN CONTACT

TELEPHONE

EMAIL

POSTCODE

TOTAL NO. OF GUESTS

BOOKINGS MADE IN ADVANCE OF 8 WEEKS OF THE EVENT DATE:

GUEST TOTAL x £10 DEPOSIT PP = £ TO PAY

YOUR FINAL PAYMENT AND DETAILS ARE DUE 8 WEEKS BEFORE YOUR PARTY DATE

BOOKINGS MADE BETWEEN 8 AND 2 WEEKS PRIOR TO THE EVENT DATE:

GUEST TOTAL x FULL PAYMENT PP = £ TO PAY

YOUR FULL PAYMENT AT TIME OF BOOKING

I have read the terms and conditions of booking and agree that I, and all my participants, shall abide by them.

SIGNED

DATE

Strictly over 18's only. 'Challenge 25' ID policy in effect. A pro-forma invoice with unique BBG reference will be sent to you on receipt of your booking form to allow you to settle deposit/full payment.

BOOKING REF
DEPOSIT RECEIVED
BALANCE RECEIVED

THE BIRMINGHAM
BOTANICAL
GARDENS
AN EDUCATIONAL CHARITY

Westbourne Road Edgbaston Birmingham B15 3TR

For more information please call 0121 393 4479 or email botanical-events@aramark.co.uk

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