



THE OLD BREWERY

Café & Kitchen

Booking Form



Booking Form

Please identify which room/s are required:	<input type="checkbox"/> Chedington Suite	<input type="checkbox"/> Matthews Room
	<input type="checkbox"/> MV Room	<input type="checkbox"/> Entire Venue
Purpose of Event:		

Contact Details

Full First Name and Surname: (Mr/Mrs/Ms/Miss)	
Business Name: <i>Where Applicable</i>	
Home / Business Address:	
Telephone Number:	
Mobile Number:	
Email Address:	

Booking Details & Dates

Date/s Required:		Total Number in Party:	
Time of Arrival:		Time Event Will End:	

Seating Arrangements

How would you like tables and chairs arranged?

Please complete only details relevant to the room/s that you wish to hire

Chedington Suite

<p>Tables:</p> <p><input type="checkbox"/> No tables required</p> <p><input type="checkbox"/> Long to seat _____ <i>(Please specify)</i></p> <p><input type="checkbox"/> Round (each seats 10)</p>	<p>Chairs:</p> <p><input type="checkbox"/> No chairs required</p> <p><input type="checkbox"/> Seated at tables</p> <p><input type="checkbox"/> Facing forward in rows</p> <p><input type="checkbox"/> Around the edge</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Matthews Room

This room is furnished with 1 x round table and 8 chairs as standard

Tables:

- No tables required
- Round (seats 8)

Chairs:

- No chairs required
- Seated at tables
- Facing forward in rows
- Around the edge

MV Room / Ground Floor

Tables:

- No tables required
- Long to seat _____ *(Please specify)*

Chairs:

- No chairs required
- Seated at tables
- Facing forward in rows
- Around the edge

Further Details

Please use this space to confirm if you have any specific requirements, e.g., certain table arrangements

If you are hiring a band or other entertainment, please provide contact details:

Refreshment & Food Choices

Where Applicable

Refreshment Choices

Please Specify Quantity Required

- Bottled Water (Qty _____)
 Fruit Juice (Qty _____)
 Tea & Coffee (Qty _____)

Food Choices

Please Specify Quantity of Platters Required

Breakfast:

- Breakfast Baps (Qty _____)
 Continental (Qty _____)

Cold Lunch:

- Vegetarian Platter (Qty _____)
 Meat Platter (Qty _____)
 Fish Platter (Qty _____)
 Savoury Snack Platter (Qty _____)
 Fruit Platter (Qty _____)
 Cake Platter (Qty _____)

Hot Lunch *Max 2 Choices:*

- Soup of the Day (Qty _____)
 Chilli & Rice (Qty _____)
 Beef Stew (Qty _____)
 Lamb Stew (Qty _____)
 Cottage Pie (Qty _____)
 Beef Lasagne (Qty _____)
 Mushroom Stroganoff (Qty _____)

Further Details

Dietary Requirements

Please specify any dietary requirements that we need to be made aware of

Service Times

Please specify the times at which you wish any ordered food to be served

Please read the Terms and Conditions Below. Page 5

Please type or write "I AGREE", on behalf of all guests, to the terms and conditions as stated on this booking form:

Signature: (If emailing, please type your name in the signature box)

Signature:

Print Name:

Date:

Booking Conditions

1. General. Owner means, owner of the property being rented. Agent means The Old Brewery Café & Kitchen. The Applicants means clients applying to hire rooms. Tenants means applicants when they have confirmed a reservation. Booking Form means the booking form specified by the agent to be used by all applicants.
2. Reservation. Applicants can reserve the property over the telephone with the Agent but the Owner accepts no liability whatsoever for such reservations. No contract exists between them and the Owner unless the Agent has received, within seven days, the official booking form and the relevant payment in accordance with and subject to the provisions of Conditions 3 below.
3. Booking Procedure. Booking may only be accepted if made in writing on The Old Brewery Café & Kitchen official booking form when all questions have been answered satisfactorily in the sole opinion of the Owner / Agent. For bookings made more than 6 weeks prior to the tenancy commencement date a booking fee of 50% of the venue fee must be sent with completed booking form. If a booking is made less than 6 weeks before the date of hire, the full fee must be tendered at the time of delivery of the booking form. In the event that the Agent does not accept an Applicant's offer all monies paid by way of deposit will be refunded immediately.
4. Final Payment. The balance of hire fee and any additional charges is due 6 weeks before the start date of the hire. Non-payment by the due date will be treated as a cancellation and the Agent may re-let the room without reference to the applicant who remains liable for payment of the full amount on the same basis as in the event of cancellation (see clause 5 below), together with all the legal costs of recovering the payment.
5. Cancellation. ALL APPLICANTS ARE ADVISED TO TAKE OUT PERSONAL CANCELLATION INSURANCE. Any request to cancel a booking must be sent in writing to the Agent. Whilst the Applicant remains liable for the final payment by the due date as shown on the booking form the Agent will offer the room for let and will use whatever means he considers reasonable to re-let the room for the period booked. If the Agent is successful the Applicant will be refunded the difference between monies they have paid less the sums receivable from the re-letting after deduction of all costs and expenses incurred by the Agent which shall include a fee of £50 per day booked by the Applicant.
6. Price Changes. The Agent reserves the right to amend the prices quoted in the brochure or rates sheet due to errors or omissions or changes in the VAT rate.
7. Method of Payment. Payment should be made by bank transfer or debit or credit card. No later than one week from date of a provisional booking. The Booking fee, which is 50% of the total rental should be made payable to The Chedington Court Estate Ltd. The final payment which is the remaining 50% of the hire fee should be made out to The Chedington Court Estate Ltd and received no later than 6 weeks before the date of event. Any charges raised against The Old Brewery Café & Kitchen or The Chedington Court Estate Ltd., by their bank for direct debit payments will be passed on to the Applicant.
8. Authority to Sign. The Applicant acknowledges that he/she/they are authorised to sign the booking form on behalf of all persons who will occupy the room and that those persons are aware of the booking conditions. The Applicant shall be a member of the party occupying the room.
9. The Tenancy. The tenancy confers upon the Tenants the right to occupy for an event within the meaning of Section 9 of the Rent Act 1977.
10. Tenants obligations. The Tenants agree,
 - a) to pay for any losses or damages to the property, however caused, reasonable wear and tear excluded
 - b) to take good care of the property and leave it in a tidy condition at the end of the tenancy
 - c) not to smoke anywhere in the property
 - d) to only use catering provided by The Old Brewery Café & Kitchen
 - e) to only consume drinks purchased from The Old Brewery Café & Kitchen, unless corkage fees agreed and paid prior to date of event
 - f) use of drugs or prohibited substances of any nature whatsoever is strictly prohibited at all times
11. Risk and Liability. Care must be taken by all guests at all times. Parents in particular must ensure that children are accompanied by a responsible adult. We do not accept responsibility for any damage or loss of guest's property, cars or their contents and you agree to indemnify and hold us harmless from and against all actions, proceedings and claims (including reasonable legal fees incurred in defending the same) arising from your acts or omissions (and those of your party) whilst on our premises.
12. Non-Availability of Property. If for any reason beyond the control of the Owner the property is not available on the date booked (owing to fire damage for example) or the property is unsuitable for letting, all rent and charges paid in advance by the Applicants will be refunded in full, but the Applicant shall have no further claim against the Owner.
13. Discrepancies. In the event of discrepancy between these booking conditions and any other contents of any brochure, these conditions shall prevail.