

Pangdean Booking Form

Terms and Conditions

To book our venue and catering, we would be grateful for a deposit of **£2,400** (£2,000 + £400 VAT).

This deposit is **non-refundable and non-transferable** and is payable when you return this Booking Form please. Your deposit reserves the date for your Wedding.

Please Pay:

By **bank transfer**, into our HSBC Account. Please use your **event date as the reference** and let us know when you make the transfer, so we can confirm receipt to you.

Account details:

Sort Code 40-14-03
Account no. 22744414

You can also **pay by cheque**, made payable to "Pangdean". Please use your **event date as the reference** the reverse of your cheque.

Or call us to pay by **debit or credit card**

1. **A second deposit** is required for approximately **85%** of the total invoice. You will receive a second deposit invoice, which is due for payment **five calendar months** before the function.
2. **Final payment.** The final invoice is sent after your event, and this is due within **seven days** from receipt please. The amount will be approximately the final balance of the total payment.
3. **At around 7 months before your wedding date, we will arrange a wedding meeting** for you and our Events Manager to discuss all your wedding details. The meeting is held on a weekday, between 9.30 am and 4.30 pm. Please allow 2 hours for the meeting.
4. Your Wedding meal will include **canapes, a two course main meal and an evening supper**. Pangdean provides **all** of your catering.
5. **Final guest numbers**, are required **ten days** before the date of your function, together with any special diet and catering requirements. Any shortfall of numbers on the day will be charged for and any additional number of guests who attend on the day.
6. **If your booking is cancelled:**
 - within 4 calendar months (to the date) of the function date, you be liable **for 85%** of the total bill.

7. **Breakages and damage** to property will be charged for at cost price.
8. Please be aware that if a guest looks **under age** and requests alcohol, they will be asked for I.D.
9. We advise you to arrange **insurance** for your function. We have comprehensive public liability cover.
10. Please ensure that **no cash gifts** are brought on the wedding day, as our insurance company are unable to include this in our cover, and we are not able to be responsible for any loss.
11. All prices are quoted **exclusive of VAT**. VAT is chargeable at the current rate.

Nicky Currie and her Pangdean Team very much look forward to seeing you.

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PLEASE COMPLETE AND RETURN THIS SECTION WHEN YOU WISH TO PROCEED WITH YOUR BOOKING

Name:

Address:

Telephone Number:

Date of Function:

I accept the Terms and Conditions as stated above:

Signature Date.....