Booking Form

Thank you for your provisional booking. In order to ensure the smooth running of your reservation please read the notes carefully.

Please complete the following panel & credit card details and return to us as soon as possible to confirm your reservation.

PARTY NAME (please print)……No. of Guests……

DATE OF EVENT……Time……..

CONTACT NAME……..

COMPANY NAME (if applicable)……..

ADDRESS……..……...

……...Post Code……

CONTACT TELEPHONE…….FAX:……

EMAIL ADDRESS……..……

NOTES

1. A credit card number and card holder signature are required to secure the booking.
   This will not be used to pay the bill and is used in the event of cancellation only.

2. Alterations and Cancellations

- Cancellations of whole bookings need to be made by **2 weeks** prior to your event to avoid charges.
- Individual cancellations must be made by **2 Days** prior to your event to avoid charges.
- In the event of the periods of notice not being met, £30 per person will be charged to the credit card that you have used to secure your booking.
- Lunch time bookings must vacate restaurant by 5pm.
- A room hire charge of **£100** is payable for the use of the **Jacobean Private Dining Suite.**

3. A 10% Service Charge will be added to your final bill, this will go to the team that is serving you on the day. Only one bill will be given for the total booking.

4. In order to enable your event to be as smooth as possible it would help if you could order in advance from your special menu chosen.

PLEASE COMPLETE THE FOLLOWING DETAILS

CREDIT CARD DETAILS

☐ Visa ☐ Mastercard ☐ Switch ☐ Other

Card Number:

Expiry Date: ☐☐ ☐☐ Security code: (on back of card) ☐☐☐

NAME OF CARDHOLDER:……..

CARDHOLDER SIGNATURE:……Date……

I have read and understood the terms and conditions and agree to comply with them.

Please return form by fax to: 01276 857597 or by post to:

Reservations, Cloche Hat Restaurant, 125 Windsor Road, Chobham, Surrey GU24 8QS