

THE GRAND HOTEL



EVENT BOOKING FORM 2007

MAKING YOUR RESERVATION:

A provisional reservation will be held for a period of 14 days. Within this period a non-refundable deposit of £350.00 and booking form should be completed.

After receiving your deposit and booking form we will confirm the date in writing. If after the 14th day the deposit and booking form have not been received the provisional booking will be cancelled. Notice will NOT be given.

N.B To reserve a Saturday date minimum numbers apply.

SIX WEEKS PRIOR TO THE EVENT:

We will require you to confirm your full requirements If the numbers have increased or decreased by more than 33% of the estimate on making the booking the Grand Hotel withholds the right to withdraw the date offered under change / non fulfilment of contract.

Full detailed confirmation together with an estimation will be forwarded to you.

7 DAYS PRIOR TO THE EVENT:

Final chargeable figures are required. The estimation will be re calculated and the final estimated balance is payable.

FINAL BALANCE PAYMENTS:

The remaining balance is required to be paid within 24 hours after the event.

SUBSTITUTE/LOCATION/DISCOUNTS:

We reserve the right to substitute any product if the product requested is not readily available. We also reserve the right to relocate any function to accommodate final numbers or any refurbishment requirements. Discounts offered must be in writing by a director or the operations manager only.

The Grand withholds the right to amend menus or prices up to eight weeks prior to the event. Cancellations/Deposits & All Payments: If you cancel your event within the following periods prior to the event the following charges will automatically occur:
6 months - 40%, 90 Days - 60%, 60 Days - 80%, 30 Days - 100% of numbers stated at date of cancellation.

Sorry all deposits and pre - payments are non-refundable.

Management reserves the right to alter content, prices and details without prior notice due to seasonal & commercial trends.

CONTACT DETAILS: (PLEASE COMPLETE EACH SECTION)

Date of Event: _____

Function Room: Lytham Suite / St Annes Suite / Lytham St Annes Suites Combined

Event Organisers Name: _____

Full Contact Address: _____

Town _____

County _____

Postcode _____

Home Telephone Number: _____

Mobile Telephone Number: _____

E-mail address : _____

E-mail address 2: _____

How did you hear about us recommendation / internet / other, please state: _____

APPROXIMATE ATTENDANCE:

Number of guests: _____

I understand and agree to the terms and conditions of booking as overleaf and my £350.00 non-refundable deposit is enclosed.

Signed: _____ Print: _____

Date: ____/____/____

Hotel fills this in:

Received by: _____ Deposit Received: Cash / Chq / CC

Booking Code: _____