

THE  
GRAND  
HOTEL



**WEDDING RECEPTION 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 £500.00 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.

**EIGHT 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.

**FOUR WEEKS PRIOR TO THE EVENT:**

50% of the estimation is due for payment.

**7 DAYS PRIOR TO THE EVENT:**

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

**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.

**CONTACT DETAILS: (PLEASE COMPLETE EACH SECTION)**

Date of Event: \_\_\_\_\_

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

Bride's Name: \_\_\_\_\_

Bride Groom's Name: \_\_\_\_\_

Full Contact Address: \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Parents 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: \_\_\_\_\_ Day \_\_\_\_\_ Evening

I understand and agree to the terms and conditions of booking as overleaf and my £500.00 non-refundable deposit is enclosed.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hotel fills this in:

Received by: \_\_\_\_\_ Deposit Received: Cash / Chq / CC

Booking Code: \_\_\_\_\_