

# The Cottage Inn, Haxby Events & Private Dining

## Booking Form

Name:	Tel:
Address:	
Email:	Event Type:
Event Date:	No of Guests:
Start Time:	End Time:
Area Required:	Hire Charge:
Entertainment:	
Additional Equipment Requirements:	
Flowers:	Cake:
Menu Chosen:	Drinks Requirements:
Special Requirements/Comments:	

## Terms and Conditions

### Alcohol Provision

We would prefer you consumed alcohol from our extensive offering, either by the bottle or over the bar, however, we charge corkage of £4 per bottle if you wish to bring in your own wine.

### Service

We don't apply a service charge. All gratuities are at your discretion and will be split among the staff.

### Catering Numbers

Catering numbers must be provided 48 hours prior to the date of the event and you will be charged for the number submitted.

### Payment Terms

We require a £50 deposit up front to confirm your booking and the balance must be paid on the night. Please note that costs may alter slightly according to market prices between booking and the date of your event.

### Damages

We realise that accidents do happen, however, all damages must be paid for by the person or organisation booking the event.

**Sign here to accept these terms:**

\_\_\_\_\_ Date \_\_\_\_\_