

# Terms and Conditions for Christmas Parties

## 1. Bookings

We advise that you arrange your booking with one of our Christmas Co-Ordinators so the date, time and any special arrangements can be confirmed. Email [Christmas@thekinmel.co.uk](mailto:Christmas@thekinmel.co.uk)

A provisional booking is deemed as an enquiry until a deposit has been paid

All bookings must be made on a Booking Form and are subject to availability

All bookings require a non-refundable deposit at time of booking as follows:

**£10.00 per person for Christmas Fayre Lunches (Parties over 12)**

**£20.00 per person for Party Nights, Christmas Day Lunch and New Year's Eve**

Confirmation is required no later than 14 days after the Provisional Booking is made

## 2. Payment

Deposits are non-refundable and non-transferable and cannot be offset against bar charges

Full payment and Menu choice is due no later than 21 days prior to the date of the event.

Payment can be made by cheque, credit or debit card (over the phone or at the Hotel) or cash. Payment by cheque will not be considered final until the cheque successfully clears the Hotel's bank account.

Any bookings not confirmed in the designated timeframe will be deemed to have been cancelled and any payments made retained. We advise guests to insure against cancellation. Should you wish to cancel your reservation the Organiser who made the booking must confirm this in writing.

Groups requiring a VAT Invoice must request this at time of booking and this will be provided after the event

## 3. Misc

Large parties cannot be guaranteed to be catered for all on one table and seating arrangements will be at The Kinmel's discretion. We will however make every effort to accommodate your requirements.

The Management reserves the right to make changes to any programme without prior notice.

Parties of less than 10 not guaranteed on own table

Should any damage occur to the Hotel or Hotel property during the event, a charge will be imposed to cover the cost of such damage.

All drinks are to be purchased from Hotel stocks. Items specifically requested which we do not normally stock should be confirmed at the enquiry stage so that we can obtain from our suppliers.

Party Nights are covered by Licencing Legislation therefore admission is reserved to over 18's only. We reserve the right to ask for proof of age and identification

## 4. Menus & Pre-Orders

(v) Denotes Vegetarian

(n) Denotes May Contain Nuts

(gf) Gluten Free

If you are allergic to certain food types and would like advice regarding the contents of our Menus, please contact the Hotel and our staff will be pleased to assist or see full allergen assessment on our website

**Party Night** - Pre-order due no later than 3 weeks before the date of the party night

**Christmas Day** - Pre-order for main course only due no later than Monday 10<sup>th</sup> December 2018

**New Years Eve** – Pre-order due no later than Friday 14<sup>th</sup> December 2018

**5. Discounts**

*Party Nights* – Confirm booking and pay deposit before 30<sup>th</sup> September 2018 and each member of the Party will receive a drinks voucher for a glass of prosecco, beer or a soft drink.

**6. Party Nights Drinks Vouchers & Complimentary Room**

Please ensure you inform us in advance of the Party Night to whom the Drinks Vouchers and Complimentary Room are to be allocated for distribution (Applied to Parties over 20 people and deposits paid before the 30<sup>th</sup> of September 2018). Complimentary room is for single occupancy, upgrade to a double for £45. No responsibility will be taken by The Kinmel if these are wrongly allocated. Drinks vouchers to be collected from Hotel Reception on the night of the Christmas party.

**7. Bookings**

Bookings including Accommodation must be paid for in advance and are subject to Accommodation Booking Terms & Conditions see [www.thekinmel.co.uk](http://www.thekinmel.co.uk) Terms & Conditions.