



The Little Cotswold Pub Company



The Royal William, Cheltenham Road, Cranham, Nr Painswick, Gloucestershire. GL 6 6TT
Telephone 01452 813650 Fax Number 01452 813736 www.royalwilliam.co.uk

Function Booking Form

Name _____
Address _____

Telephone Home _____ Work _____
Mobile _____

Date Required _____

Number of Guests _____

Arrival Time _____

Finish Time _____

Catering Requirements _____

Concessions Agreed _____

Other Requirements

Terms & Conditions – Our Copy

Deposit

A minimum deposit of £100 (or the room hire fee) will be required to confirm your booking.
Your function will not be confirmed until we are in receipt of your deposit and full requirements.
Should you not confirm your booking at least one month in advance, other enquiries will receive priority.
Full Balance of payment must be received no later than 7 days prior to your function.

Catering Arrangements

We are able to provide a full range of catering requirements to suit your needs.
Wedding Breakfast, full carvery option with a choice of meats or a simple fork or finger buffet are all available upon request.
Please see our brochure for more details.

Bring your Own Buffet

If you wish to bring your own buffet, we are unable to provide any cold storage or allow access to any of our kitchens.
For Food Safety & Hygiene reasons we will not be able to heat or cook any food you have provided.
You will be responsible for providing all Allegan information relating to the ingredients used to your guests and we will not accept any responsibility whatsoever for running of the buffet. Buffet food may only be served and consumed within the Cranham Suite.
A nominal charge of up to £50 will be payable for any provision of outsourced catering or to cover the supply of plates, table cloths, cutlery and disposal of all rubbish following your event. You will need to provide all serving utensils, dishes and condiments which must all be removed at the end of your function. We will not be able to store any items including food overnight and will not accept any responsibility for any loss or damage incurred.

Decorating the Room

We will be happy to liaise with you on decorating the room or setting up a disco prior to your event. Please speak to one of our staff who will be able to confirm the earliest opportunity for you to gain access to the rooms.
We do not provide the Disco / DJ / Live entertainment although we will be happy to provide contact details upon request.
All external Entertainers must have Liability Insurance cover and provide PAT testing certification upon request.
We also provide chair covers for an additional fee of £1.00 per chair should you require that extra special touch.
All we ask is that when putting up your decorations that you do not push drawing pins into the plaster walls.

Cancellations / Amendments

Our cancellation Policy is that you advise us as soon as practicable that your function is to be cancelled.
Cancellations of your whole booking must be at least 14 days in advance of your function or charges will still apply.
Changes in numbers will be accepted up to 48 hours prior to your event.
In the event of a breach in these notice conditions, The Little Cotswold Pub Company reserve the right not to refund any payment or charge as quoted.
In the unlikely event that circumstances dictate that we are unable to host your event, we reserve the right to cancel your booking. We will strive to give you as much notice as possible and promptly return your deposit.
All prices quoted are subject to change without prior notice.

Liability

Please note that you will be liable for any damage caused to our facilities by any member of your party.
The Little Cotswold Pub Company cannot be held liable for circumstances beyond their reasonable control.
Our total liability in contract, including negligence or breach of statutory duty, misrepresentation,
Restitution or otherwise arising in connection with the performance of this Agreement shall be limited to the charges payable by you.
Under no circumstances do we accept responsibility or liability in respect of any damage or theft or loss of any property, goods, and articles brought into or left upon the Premises either by you or any other persons.

Our Policy

No smoking is permitted within the any of our buildings and it is our policy that only beverages purchased on site may be consumed within.
We operate a strict "ID21" policy, anyone who appears under the age of 21 will be asked for ID, should they not be able to produce ID they not be permitted to consume alcohol.
We aim to provide you with the highest level of service at all times and have the right to work in a safe environment. We will not tolerate violence, aggression, abuse or unruly behaviour aimed at any of our staff or other customers. Anyone acting in this manner will be removed from the premises and reported to the appropriate authorities.

The management reserve the right of entry and to refuse admission.

I have read and accept these terms & conditions

Signed _____ Print _____ Date _____

Terms & Conditions – Customer Copy

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You will be responsible for providing all Allegan information relating to the ingredients used to your guests and we will not accept any responsibility whatsoever for running of the buffet. Buffet food may only be served and consumed within the Cranham Suite.
A small charge of £50 will be payable to cover the provision of plates, table cloths, cutlery and disposal of all rubbish following your event. You will need to provide all serving utensils, dishes and condiments which must all be removed at the end of your function.
We will not be able to store any items including food overnight and will not accept any responsibility for any loss or damage incurred.

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