

FUNCTION BOOKING TERMS AND CONDITIONS FOR CHRISTMAS FAYRE AT THE SARACENS HEAD HOTEL



We are delighted you have selected The Saracens Head Hotel of High Street, Great Dunmow to host your forthcoming Christmas Fayre function/event. We look forward to making it a memorable occasion. Please read the following Terms and Conditions carefully and forward the signed booking form with your deposit to info@saracenshead-hotel.co.uk.

This is a lawful contract between The Saracens Head Hotel (Property) and Client (named person on the booking form). By filing out the booking form you are accepting these terms and conditions.

- **Confirmation:**

Thank you for filling out your Booking Form attached. Your booking is not confirmed until you receive a confirmation email from us confirming details about your booking. Booking form will not be accepted unless all areas are completed including a valid credit card. If you have booked one of our function rooms exclusively, your function co-coordinator will send you a Function Sheet outlining the details of your event and requires a confirmation email in return, accepting all is correct. Your credit card details will be securely stored under the data protection act.

- **Payment:**

A deposit of £5 per person is required at the time of booking your Christmas Fayre. Payment in full is required prior to the departure time of the function or unless alternatively arranged with Function Manager. The deposit will be charged to the credit card details provided on the booking form unless alternatively arranged with your Function Coordinator. We accept all major cards excluding Diners Club Cards, with no extra charges. Payment to BACS must be sent two weeks prior to function and remittance or evidence of payment must be sent to info@saracenshead-hotel.co.uk - funds must be cleared one week prior to event. If payment is not made on the day, the booking form credit card will be charged remaining amount.

- **Pricing and Availability:**

The availability of some products as well as industry changes, sometimes cause a necessary review to menu and pricing. Prices and menu options are subject to changes. Where products may need to change we will substitute with a similar product of equal or greater value. All pricing includes VAT. A discretionary 10% service charge will be added to all bills with 6+ diners. We do not allow split bills.

- **Exclusive Function Room Hire:**

The exclusive use of The Saracens Head Function Rooms (The Saracens, The Flitch and Private Dining Room) or the Restaurant will come with a room hire rate or minimum spend requirement. The minimum spend amount is based on pre-ordered food and beverages supplied by The Saracens Head Hotel. This will be discussed and agreed with Function Manager in writing and must be clearly written on the booking form at the time of booking. Your confirmation will state the agreed terms, whether you have hired the room exclusively or if it may be shared with other parties.

- **Cancellations & Final Details:**

All cancellations must be made in writing to info@saracenshead-hotel.co.uk. All bookings: Deposit's are non-refundable.

Restaurant bookings <12 persons:

- >Cancellations made with over 1 calendar week's notice are not charged penalty fees
- >Cancellations made within 1 calendar week's notice are charged 50% of total booking
- >Cancellations made within 3 days notice are charged 100% of total booking

Bookings of 12+ persons:

- >Cancellations made with over 1 calendar month's notice are not charged penalty fees
- >Cancellations made within 1 month's calendar notice are charged 50% of total booking
- >Cancellations made within 2 week's calendar notice are charged 100% of total booking

- **Dietary Requirements & Final Numbers:**

We will always do our best to cater for Dietary Requirements and most of our dishes can be modified so everyone can be catered for. All dietary requirements must be given via email 5 business days prior to the function date. Final attendee numbers are due 10 business days prior to your function date. You are able to increase numbers within 10 business days of your function but will be charged the full amount for any decreased numbers. Eg. If you book for 100 persons and update to 90 within 10 days of your booking, you will be charged for 100 persons. If you book for 100 and update the numbers to 120 within 10 days of function, you will be charged to 120 persons. **Pre-order due 10 business days prior.**

- **Liquor Licencing:**

The Saracens Head Hotel is a responsible server of alcohol, therefore we have the right to refuse or remove any intoxicated patrons or anyone creating a disturbance. We do not accept any alcohol or illegal substances to be brought into our premises.

- **Decorations & Hire Companies:**

All decorations and hire companies must be pre-approved with Function Manager. We strictly prohibit food, beverage and confetti to be brought onto the premises (excluding cake). We have preferred suppliers that we can recommend and have an on-site event stylist who's services will incur an extra charge.

- **Entertainment & Noise:**

All noise levels will be managed by Manager on Duty. Client understands that as a Hotel we have a noise policy that must not interfere with staying Hotel guests or restaurant and bar guests. Live entertainment will be provided on Thursday, Friday and Saturday evenings, plus Sunday afternoon's. DJ will be provided on Friday and Saturday evenings. All entertainment is performed in the bar and can be played through to Function Rooms.

- **Parking**

Complimentary parking is available for all Saracens guests, including functions. Please access via Chequers Lane. Parking is based on first-in-first-served basis and cannot be pre-booked. Please leave details at Reception. Our parking has some CCTV security however The Saracens Head Hotel cannot be held liable for any theft or damage. Overflow parking available next door in public carpark - charges apply until 6pm.

- **Force Majeure:**

Where a force majeure event or a similar circumstance beyond The Saracens Head Hotel's reasonable control prevents or delays The Saracens Head Hotel from performing an obligation in respect of the function and/or under these terms and conditions, that obligation is suspended for so long as the force majeure continues and the delay or failure to perform will not be a breach of contract with the Client.

