

As date stamped



Dear Sir / Madam,

Re: Festive Lunch or Party Night Enquiry

We thank you for your enquiry concerning the above and have pleasure in enclosing a menu for your perusal, which we hope you find to your satisfaction.

If you would like to make a booking, or if you have already made a provisional booking, please could you contact us at your earliest convenience so that your desired date (if available) may be booked/ confirmed. For all confirmed bookings, we will require a deposit of **£5.00 per head for Festive Lunch** and **£10.00 per head for Festive Party Night** (non refundable in all circumstances) within 14 days of receiving this letter or making your provisional booking so that the date may be secured, any booking not secured with a deposit within 14 days will unfortunately be automatically cancelled due to the high interest we have in our Festive Party Functions.

Payment may be made by cash, cheque or any major debit/credit card, only **ONE CHEQUE** per transaction is allowed, there is a small fee for use on a Credit Card as payment. We request the remainder of the balance be paid by Friday 17th November 2017.

In addition we require menu choices for all party members preferably by Friday 17th November 2017, to ensure that all guests are able to have their selected choices.

If you require further details, please contact a member of our Events team on 01633 869321.

Yours sincerely

P. J. Richardson
Managing Director

If you no longer wish to be on our mailing list, please either e-mail, phone or write to us to unsubscribe. Thank you.

Greenmeadow Golf & Country Club, Treherbert Road, Croesyceiliog, Cwmbran, Torfaen NP44 2BZ

Tel: 01633 869321 Fax: 01633 868430 Pro. Shop: 01633 862626

e-mail: info@greenmeadowgolf.com Website: www.greenmeadowgolf.com

Director: P.J. Richardson Reg No. 1378177 VAT No. 315394266

Christmas Booking Form 2017

Festive Party Nights 2017



Please read this form fully and the Terms and Conditions on the reverse. Complete, sign and return to us either by scanning and emailing to the address below, popping in to see us or sending by FAX.

TO BOOK, CONTACT

GreenMeadow Golf & Country Club, Croesyceiliog, Cwmbran, Torfaen. NP44 2BZ.

CALL

01633 869321

FAX

01633 868430

EMAIL

info@greenmeadowgolf.com

WEB

www.greenmeadowgolf.com

GENERAL INFORMATION

Name

Telephone

Company (if applicable)

Mobile

Address

Office (if applicable)

Fax (if applicable)

Email

BOOKING INFORMATION

Number of persons (provisional)

Date of party

Please ensure you have spoken to a member of our team on availability, only fill out this form if you have your date provisionally booked with us.

METHOD OF PAYMENT

Debit Card

Credit Card

Deposit paid £

Cash

Cheque

Credit card payments are subject to a 3% surcharge. You can pay by card over the phone. Paying by cash must be made in person. A full receipt will be sent out or given to you on the day of payment. Please retain the receipt as it will be updated for every payment you make.

SIGNATURE OF ORGANISER

Signature

Date

Thank you for your booking. Your signature above confirms that you have read and understood the booking conditions and that should your numbers decrease, deposits paid for absent persons will be held. PLEASE SEE REVERSE FOR TERMS AND CONDITIONS, please retain a copy for your own records.

OFFICE USE ONLY

Invoice Number

Date Received

Staff Signature

Date Receipt Sent

Balance Paid Date

Date Food Order Sent

Staff Signature

Date Food Order Re'd

TERMS AND CONDITIONS

- A deposit of £10 per person is due to secure the booking and must be paid within 14 days of making the booking. All deposits are non-refundable and non-transferable. Provisional bookings will only be held for two weeks.
- The final balance must be paid by Friday 17th November 2017, bookings taken after this date are required immediately. Payments can be made via cash, cheque or any major debit/credit card. Only one cheque per transaction is allowed. Once full payment has been received, no refunds, exchanges or transfers can be made. Credit card payments are subject to a surcharge of the balance.
- Deposits are non-refundable and non-transferable. If you cancel the booking within 28 days prior to the event date, no refund of the balance will be made.
- If you are unable to attend for any reason (including but not limited to terrorism, war, industrial action, strikes, accidents, severe weather), your booking will be treated as a cancellation and all payment will be retained.
- We cannot accept any cheques for additional payments within 10 days of your booking date.
- All prices shown are per person and are inclusive of VAT at the current rate.
- Menu content is correct at the time of going to print and may be subject to change.
- Menu choices for all party members are required by Friday 17th November 2017 (including main course and dessert), bookings after this date are required immediately.
- Any person/ parties arriving late after the service time may be subject to the removal of one or more courses due to time constraints; there will be no reduction in price should this occur.
- Access to some areas in the venue may be restricted due to private functions.
- We reserve the right to ask for ID under the Challenge 25 Act; any person(s) under 18 years old found consuming alcohol will result in being asked to leave the premises with no refund.
- NO ALCOHOL may be brought on to the premises with the intent of consuming, in compliance with our Food & Drink Policy and the Alcohol Licence Act, anyone caught doing so will be asked to leave.
- Anyone who is believed to be underage or intoxicated, using illegal highs and/or being disruptive will be asked to leave the premises immediately, anyone unwilling to cooperate with our staff will force us to seek outside assistance from the police.
- Our dress code is smart casual. Management reserve the right to refuse admission to any guests dressed improperly; in such cases any pre-paid monies will not be refunded. Unacceptable clothing includes, trainers, t-shirts, ripped jeans etc.
- Cars left in our car park over night are left at the owner's risk. The premises and grounds must be vacated by 12:45am.
- Receipt of your deposit is deemed acceptance of the full terms and conditions.

Please note: GreenMeadow Golf & Country Club will endeavour to ensure you have an enjoyable evening with us. However, there may be circumstances beyond our control which may force us to change the entertainment or menu listed. Any substitutions made will be of a similar quality to those you have booked. All deposits are non-refundable and non-transferable. Seating positions cannot be guaranteed, although we will do our utmost to meet your requirements.



Christmas Food Order Form 2017

Festive Party Nights 2017



The food order for your booking is required two weeks prior to your booking along with the remittance of the full balance. Complete, sign and return to us either by scanning and emailing to the address below, popping in to see us or sending by FAX.

TO PLACE ORDER, CONTACT

GreenMeadow Golf & Country Club, Croesyceiliog, Cwmbran, Torfaen. NP44 2BZ.

CALL

01633 869321

FAX

01633 868430

EMAIL

info@greenmeadowgolf.com

WEB

www.greenmeadowgolf.com

BOOKING INFORMATION

Name _____

Telephone _____

Date of event _____

Receipt no. _____

Number of persons _____

Time of sitting will be **8pm**

FOOD ORDER INFORMATION

 Includes tea or coffee and after dinner mint to finish.

Mains	Numbers:	Desserts	Numbers:
Roast Welsh Turkey		Christmas Pudding •	
Poached Salmon		• Brandy Sauce	
Beef Medallion & Chips		• Cream	
Spinach & Chickpea Curry		• Plain	
Parsnip Glamorgan Crumble		Honeycomb Cheesecake •	
		• Cream	
		• Plain	
		Mario's Vanilla Ice Cream	

DIETRY REQUIREMENTS

SIGNATURE OF ORGANISER

Signature _____

Date _____

Thank you for your food order. Your signature confirms the above information is correct.
Please retain a copy for your own record.

OFFICE USE ONLY

Staff Signature _____

Date Food Order Re'd _____