The Oak Barn Pre Order Booking Form

Dear Organiser: Thank you for choosing The Oak Barn for your party. As all our Food is freshly prepared on the premises this pre order will help the smooth running of your function. Our experience has shown that often on the night of the Function people can not remember what they ordered several weeks before and panic ensues. To help solve this problem we would be grateful if you would complete this form please also retain a copy for yourselves. Just ask your guests to write their names and enter their choice of courses along-side. Whilst we try to seat everyone together at one table, it is not always possible for larger parties. If a member of your party has any special dietary requirements please notify us in the below form. Many Thanks.

BLOCK CAPITALS PLEASE/ ALL INFORMATION MUST BE COMPLETED

Name Of Company		Date of Party	
Name Of Organiser		No of People	
Organiser Email		Arrival Time	
Company Email		Time Food Required	
Telephone			
	Please Select - Drink Tab or Pay Individually at Bar (please inform your guests if paying individually)	Tab	Bar
Mobile		Total Deposit	
Address		Post Code	
Additional Info		Wine Order	

ONLY ONE BILL CAN BE ISSUED PER PARTY Account to be settled on the night by party organiser only

SERVICE CHARGE IS NOT INCLUDED (during Christmas)

Persons Name	First Course	Main Course	Dessert

Christmas Booking Terms and Conditions

It is essential we require a **deposit of £10 per person to confirm your booking** to be paid by the organiser in one payment. (Non refundable from the 1st December 2016)

A pre order is required for all bookings at least **3 weeks before**.

All alterations to a booking must be confirmed in writing. The Party Organiser will be responsible for the full payment of all Guests. We regret that we must reserve the right to charge in full, one week prior to your party for any late cancellation or the non-attendance of any member of the party.

Persons Name	First Course	Main Course	Dessert