

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 cannot 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
A discretionary 10% service charge will be added for parties over eight people (£2 pp cakeage charge)

| Persons Name | First Course | Main Course | Dessert |
|--------------|--------------|-------------|---------|
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Booking Terms and Conditions

All Reservations will be held for no more than 14 days pending the receipt of written CONFIRMATION AND A NON-REFUNDABLE DEPOSIT of £10 for each guest. 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 for any late cancellation or the non-attendance of any member of the party.