

## The Oak Barn Pre Order Booking Form

Thank you for choosing The Oak Barn Restaurant for your special occasion!

- All dishes are locally sourced, freshly prepared & cooked to order
- Completing the pre-order form helps us maintain high standards and ensures smooth & efficient service
- We will create personalised name cards for your guests based on the pre-order information
- Please include any dietary requirements for your party on the form
- If you have any questions, you're welcome to contact us

**PLEASE FILL ALL INFORMATION IN BLOCK CAPITALS**

<i>Name Of Company</i>		<i>Date Of Party</i>			
<i>Name Of Organiser</i>		<i>No Of Guests</i>			
<i>Contact Email</i>		<i>Arrival Time</i>			
<i>Contact Number</i>		<i>Required Time Of Food</i>			
<i>Please Select - Drink Tab or Pay Individually at Bar</i> <i>(Please inform your guests if paying individually)</i>		<i>Tab: YES</i>	<input type="checkbox"/>	<i>NO</i>	<input type="checkbox"/>
<i>Additional Information</i>		<i>Total Deposit</i>			
<i>Allergy Information</i>		<i>Wine Order</i>			

**ONLY ONE BILL WILL BE ISSUED PER PARTY** – to be settled on the date of your event in a single payment

A discretionary 10% service charge will be added for parties of eight or more / £2 per person cakeage charge may apply

## Booking Terms and Conditions

An email confirmation will be sent for all reservations.

If a deposit is required, you will be notified of this on booking. Please note, all deposits are non-refundable.

All alterations to bookings must be confirmed in writing.

The party organiser will be responsible for full payment of all guests in one payment

We regret that we must reserve the right to charge in full for late cancellations or non-attendance

By filling out our pre-order form, you are consenting to us contacting you via email or phone regarding bookings & events.