

B O O K I N G F O R M

Your Details

F U L L

N A M E :

E M A I L :

C O N T A C T N O :

A D D R E S S :

F U N C T I O N D A T E :

A R R I V A L T I M E :

N O O F

G U E S T S : A D U L T S C H I L D R E N

Food & Drinks, please write n/a if not required

A R R I V A L

D R I N K S :

C A N A P E S :

M E N U / B U F F E T O P T I O N :

C H I L D R E N S M E A L S :

T I M E T O S E R V E F O O D :

T A B L E

D R I N K S / W I N E S :

T O A S T D R I N K :

B A R T A B ? A M O U N T :

C H E E S E & B I S C U I T S :

T E A & C O F F E E :

Tea & Coffee included in 3 course meals

P.T.O



The Oaks

B O O K I N G F O R M

Decoration / Room Layout

R O O M R E Q U I R E D :

T A B L E P L A N O R I N F O R M A L :

T A B L E L I N E N :
additional charge may be applicable

C E N T R E P I E C E S :
additional charge may be applicable

Suppliers

E X T E R N A L S U P P L I E R S B O O K E D :

Music / Decor / Cakes etc

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:

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Room Hire Charge:Deposit Received:.....

Signed:..... Date:.....

Oaks Staff Signature: Date:

Terms & Conditions:

1. All events require a deposit to reserve the date. Until a deposit is received, no bookings are confirmed.
2. The full balance is to be paid before the function commences.
3. VAT is included in all quoted pricing.
4. Prior consent must be given by The Oaks for any contractors booked for entertainment. PAT testing & Public Liability Insurance must be sent to our Events Team.
5. No food or drink not purchased at The Oaks can be consumed on site.
6. The client will be responsible for any damage caused to The Oaks by themselves, a subcontractor or their guests and shall pay for such damage or loss of business caused as a result.
7. At the absolute and unfettered discretion of The Oaks any function may be cancelled by The Oaks even if paid in full, if The Oaks has reasonable grounds for believing that the holding of such function would prejudice the reputation, good name, or standing of The Oaks.
8. All clients must understand that there may be Oaks members on the grounds at any time, and that their actions, and those of their guests, must be respectful to those also enjoying the facilities. Management guidance on the day must be adhered to.