

## Christmas Party Nights Terms & Conditions

Thank you for booking with Missenden Abbey for your Christmas party. To make sure your event is as successful as possible the below Terms and Conditions will apply to your booking. Please read through these and let us know if you have any questions or concerns.

**PLEASE NOTE:** Missenden Abbey holds the right to introduce additional or amended terms to those in this document. Any such terms shall always supersede these terms.

### DEPOSITS & PAYMENTS

To confirm a booking we require a minimum non-refundable and non-transferable deposit of £10 per person. This secures the booking and is redeemable against your final bill which is payable before you visit Missenden Abbey. A link will be sent from our Sales team directly to the booker to pay the deposit.

A date is provisionally held for 2 weeks, if a deposit is not paid by then, we will release your tickets back to general sale.

Final numbers must be confirmed 6 weeks before your booking, if your numbers do increase please note that this is subject to availability. We advise you to contact us sooner so we can do our best to accommodate you all.

Full payment must be made up to 4 weeks before your event date, failure to complete payment will result in your booking being cancelled and you will lose your deposit.

Late bookings (booked less than 4 weeks in advance) will be required to pay in full in order to secure their bookings.

Your payment will normally reach the Missenden Abbey bank account to which you are making a payment, the following working day.

The date that you provide during this transaction will only be used for the purpose of recording your payment. We shall abide by the principles of the Data Protection Act 1998 and ensure that the data is used for no other purposes and is disclosed to no third party.

We cannot accept liability for a payment not reaching the correct account due to you quoting an incorrect account number or incorrect personal details, neither can we accept liability if payment is refused or declined by the credit/debit card supplier for any reason.

## **CANCELLATIONS**

Deposits paid are non-refundable and non-transferable. If you do make the decision to cancel, we are unable to refund your deposit.

## **PRE-ORDERS & MENU CHOICES**

As Christmas is a very busy time, we need a full pre-order for all food a minimum of 4 weeks in advance of your booking, if we do not receive it a set menu will be chosen for guests without menu choices.

Last minute bookings (booked less than 4 weeks in advance) will be required to choose food within 48 hours or will be subject to a set menu.

Pre-ordering drinks is recommended to save time on the night, this must be ordered no later than 12pm on Monday 31<sup>st</sup> October 2022.

Any dietary requirements or allergies must be submitted with meal choices. If you need any allergens information, we will be happy to provide this information.

Pre-ordered drinks must be paid for no later than 4 weeks before (to be included on the final invoice), if they are not paid for, your pre-order will be cancelled, and any discounts given at time of pre order will not be available on the party night.

Any unopened drinks pre-ordered are non-refundable after the event and cannot be exchanged on the evening. Drink packages cannot be purchased on the night of the event.

Guests may not under any circumstances, bring their own drinks.

## **TICKETS & TABLE PLANS**

A seating plan will be provided by Missenden Abbey and is required to be completed and returned by you a minimum of 4 weeks before your booking.

If numbers of guests should rise following the deposit payment, a further deposit will need to be made, unless this is 4 weeks before the event when full payment will be required.

Please note that additional tickets are subject to availability.