



## BOOKING FORM 2009/10

### GENERAL INFO

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>Number of Guests:</b>
	<b>Arrival Time:</b>
	<b>Function Type:</b>
<b>Home Tel. No:</b>	
<b>Work Tel. No:</b>	
<b>Mobile No:</b>	
<b>Fax No:</b>	
<b>E Mail:</b>	

### ROOM HIRE

<b>Hire of Golf Club</b> (after 7:00pm)	No Hire Charge		<b>Notes:</b> We will charge a Room Hire to any booking that requires additional preparation and restricts our Members access to the Clubhouse. If you wish for exclusive use of the Clubhouse, at any time, we will charge the applicable Room Hire Fee. No Room Hire is applied to Members Bookings
<b>Hire of Golf Club</b> (from 5:00pm)	20% of Total Catering Price		
<b>Hire of Golf Club</b> (from 3:00pm)	£695.00 (inc VAT @ 15%)		
<b>Hire of Golf Club</b> (from 12:00noon)	£875.00 (inc VAT @ 15%)		

### MENU/CATERING

<b>Meal Type</b> (Sit Down or Buffet):	<b>Sit Down</b> <input type="checkbox"/>	<b>Buffet</b> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>- Menus must be selected, on confirmation of booking, from the menu choices provided upon enquiry.</li> <li>- Pre orders are required at least two weeks prior to booking date.</li> <li>- All prices are inclusive of VAT. Gratuities are at the discretion of guests.</li> <li>- Those with allergies are advised to inform us when booking and we will arrange an alternative if possible.</li> </ul>	Starter 1:	Buffet Menu 1 <input type="checkbox"/>
	Starter 2:	Buffet Menu 2 <input type="checkbox"/>
	Starter 3:	Buffet Menu 3 <input type="checkbox"/>
	Main Course 1:	
	Main Course 2:	
	Main Course 3:	
	Dessert 1:	
	Dessert 2:	
	Dessert 3:	
<b>Price per head:</b>	<b>Total Price:</b>	
(The price of your Menu will be confirmed once you have made your selections.)		

### BAR/DRINKS

Item	Select from Options available	Each	No.	Total Price	Notes:
Reception Drinks	Champagne(£35), Cava(£19) or Pimms(£11)	£		£	All Reception Drinks are served with your choice of soft drinks. We will provide a welcome drink for each guest. Allow 6 glasses per bottle of Champagne/Cava or Jug of Pimms
Wine for Tables	Selection from Wine List – Bin No(s):	£		£	
Water for Tables	Large Bottles of Still or Sparkling Water	£2.50		£	
Coffee/Tea	Coffee or Tea provided after Meal	£1.25		£	

## OVERVIEW OF BOOKING

Room Hire	£
Menu/Catering	£
Bar/Drinks	£
<b>Total Balance</b>	<b>£</b>

## DEPOSIT/PAYMENT

Total Balance	£	We require a <b>25% Deposit</b> on confirmation of date and prices to guarantee your Booking. The Deposit is offset against your Total Balance. The Outstanding Balance is due no later than 1 week before the event. Any Bar Tabs or further purchases should be settled on the night. <small>(Please refer to Terms and Conditions with regards to the deposit should you wish to cancel your booking.)</small>
Less Deposit (@25%)	£	
Outstanding Balance	£	
Date arranged for Final Payment		
Preferred Method of Payment	Cash <input type="checkbox"/>	
	Cheque <input type="checkbox"/>	
	Credit/Debit Card <input type="checkbox"/>	
Please make cheques payable to <b>Seckford Golf Club</b> <input type="checkbox"/>		

## TERMS AND CONDITIONS

**This is to certify that I have read and agreed the Terms and Conditions attached to this booking form and accept them on behalf of all the persons for whom the booking is made and that I am duly authorised to make this agreement. I am over 18 years of age.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print:** \_\_\_\_\_

## MARKETING

How did you here about our Venue?	
Would you like to receive emails about our facilities?	



**Seckford Golf Club and The Terrace Restaurant**  
**Seckford Hall Road, Woodbridge, Suffolk IP13 6NT**  
t: 01394 388000 e: info@seckfordgolf.co.uk w: www.seckfordgolf.co.uk