

CONFIRMATION FORM

TODAY'S DATE:

DATE OF EVENT:

TIME:

NUMBER OF GUESTS:

MINIMUM SPEND/AREA: (PLEASE CIRCLE) **(A 12.5% Service Charge will be added to your final bill)**

WHITE ROOM £1000/MIRROR ROOM £400/PANTRY £300/DECK £1000/ PERGOLA £1000/FULL GARDEN
EXCLUSIVITY INC DECKING, PERGOLA & MAIN AREA £3500/ MAIN DINING ROOM £1000/£1500 (Sat & Sun)

INTERNAL GROUND FLOOR VENUE HIRE £10,000 **(Including food, beverage & venue hire)**

MENU: PRE-ORDER IS NEEDED 14 DAYS PRIOR THE EVENT FOR PARTIES OVER 40PAX AND 7 DAYS
FOR PARTIES OVER 20 PAX

FOOD & BEVERAGES:

(PRE-ORDERS WITH GUESTS NAMES WILL HAVE TO BE ADDED TO OUR SEPARATE ORDER SHEET. WE WILL EMAIL IT TO YOU ONCE WE HAVE RECEIVED THIS CONFIRMATION FORM)

MAIN CONTACT:

PHONE:

EMAIL:

CREDIT CARD DETAILS: We request 50% deposit for all confirmed bookings. The amount deposit paid is non refundable although, it will be deducted from your final bill total on the day of your hire. Please contact us at your earliest convenience.

Agreement of Terms

By returning a completed Confirmation Form you are agreeing to the **Terms and Conditions** below.

SIGNATURE or NAME:

COMPLETE & RETURN AT INFO@THE-HOG.COM

Terms and Conditions

Confirmation

All functions (defined as a reservation for 10 guests or more) must be confirmed by returning the signed Confirmation Form – including a credit or debit card number - by either email or facsimile. To avoid any errors with a reservation, the details on the Confirmation Form must be checked thoroughly by the organiser. We accept no responsibility for errors or omissions.

Cancellations

We reserve the right to charge a **50%** deposit of the room hire, minimum-spend or the value of pre-arranged food and drink in order to confirm a booking.

We reserve the right to charge **100%** of the room hire, minimum-spend or the value of pre-arranged food and drink should a booking be cancelled **less than 48 hours** before the event.

In the event of a 'no show', we reserve the right to charge for all pre-arranged food and any other special items in addition to the room hire or minimum spend. Where no food, room hire or minimum spend has been agreed, we will charge a £150 no-show fee in all cases.

Cancellations or Reductions in numbers must be sent by email. As we cannot accept responsibility for lost emails, you should ensure that receipt of any changes has reached you before considering changes or cancellations confirmed. Cancellations or Reductions in numbers cannot be made over the telephone.

Deposit & Payment

Upon receipt of a completed Confirmation Form, we might authorise your card for 50% deposit to validate the card details and secure your booking. The amount paid as deposit is non refundable although, it will be deducted from your final bill total on the day of your hire.

Deposit is required in full no later than 14 days before the event and 30days for a venue exclusive directly unless agreed in writing by The General Manager . The Hampshire Hog does not have the facility to set up accounts for guests. In the event that payment cannot be made directly after an event The Hampshire Hog reserves the right to charge your card details held on file for the balance, or any part thereof until the balance has been settled. If pre-payment is made, any extras must be settled on departure. We do not have the facility to invoice.

It is the ultimate responsibility of the event organiser to arrange payment. If guests at an event wish to pay individually and/or leave at different times The Hampshire Hog will not be held responsible for any items remaining on the bill at the end of an event.

Service Charge

A 12.5% Service Charge will be added to your final bill. This is compulsory for all parties and functions. This will only be waived in extreme circumstances, as a refund following full payment at the time of the event. Requests for the refund of Service Charges should be made in writing to The General Manager,

Availability of Goods

From time to time ingredients or goods that have been agreed for a Function may not be available. Whilst we will make every effort to discuss alternatives with you, the Hampshire Hog reserves the right to offer alternative items without notice.

Agreement of Terms

By supplying a Credit/Debit card and/or returning a completed Confirmation Form you are agreeing to these Terms and Conditions.

Data Protection

We will never share your details with third parties.