

The
MANSEFIELD
HOTEL

Festive Party Night Booking Form Complete and return to Mansefield Reception	
Festive Event Dates	Party Nights <ul style="list-style-type: none"> ★ Friday 6th December ★ Saturday 7th December ★ Friday 13th December ★ Saturday 14th December ★ Saturday 21st December Festive Lunch <ul style="list-style-type: none"> ★ Friday 20th December <p style="text-align: center; font-size: small;">Large private parties of 80 guests or more please call reception to discuss your requirements.</p>
Table Name/Company:	
Contact Name:	
Tel:	
Email Address: * <i>This is required to receive pre-order sheets for meals and drinks</i>	
Date Required: <i>Please ensure that date is available before making deposit payment.</i>	
Number of Guests:	
Deposit Paid <i>@ £20.00 per Guest:</i> <i>See terms & conditions on back page</i>	£
Method of Payment:	Credit Card / Debit Card / Cash /
Balance Due:	£
Signed: <i>Agreement to terms & conditions</i>	
Print Name	

Party Night Running Times:

Doors open at 7pm. Dinner will be served from 7.30pm.
DJ & Dancing to start around 9.30pm, and finish at 12.00am.

Festive Lunch

Festive Lunch times can be arranged at the time of booking, your choice of anytime between 12pm – 2.30pm to start.

Terms & Conditions

Reservations:

To Book, please complete the form or contact our Reservation Team directly:

Telephone: 01343 540883

Email: reception@themansefield.com

A Deposit of £20.00 per person is required within 7 days of your reservation.

Please note this deposit is neither refundable nor transferable.

Final Balance & Meal Choices

Once booked, you will receive a pre-order sheet, this should be completed and returned to us no later than **Friday 22nd November 2024** along with the balance of monies due.

Failure to make payment by this date may result in booking being cancelled.

Whilst every effort is made to ensure our Menu stays the same, options may be subject to change due to circumstances out with our control.

Cancellations & Amendments:

If circumstances change and guests cannot make it to the Christmas Party Night, please be aware that deposits and final balance payments for the menu are non-refundable or transferable to another date. They can, however, be transferred to a replacement guest on the same table.

Meal Choice changes will only be accepted up to 7 days prior to your chosen date.

Any amendments after this time will occur an admin charge of £5.00 per change and must be 48 hours prior to the event.

Payment of the deposit is considered acceptance of the terms and conditions.

Licensing Laws:

Please be aware that alcohol consumed on the premises must be purchased from The Mansefield Hotel. Alcohol not purchased from The Mansefield Hotel will be confiscated and guests will be asked to leave the premises.

Accommodation:

Special accommodation rates of £150.00 bed & breakfast for 2 guests sharing have been arranged for guests wishing to stay at the hotel. This rate is only available when booked directly with the Hotel via email or telephone with Reservations and not with any other reservation site.

Booking early is always recommended