

Rose & Crown Booking Form

Rose & Crown, Market Street, Yealmpton, Devon, PL8 2EB
Telephone: 01752 880223



Please complete this form and photocopy it for your records, then return the original to the General Manager at the address above. Deposits of 25% of the budgeted total spend for your event will also be needed to confirm the booking.

PLEASE ENSURE YOU READ ALL OF THE TERMS AND CONDITIONS ATTACHED TO THIS BOOKING FORM.

Client's Name

Contact Name

Address

City

Postcode

Telephone

Fax

Email

Invoice details if different

Event Date

Event types & rates

(please tick)

- Buffet @ £7 per person
- Buffet @ £12 per person
- Buffet @ £15 per person
- Lunch @ £16 (2 courses) & £20 (3 courses)
- Dinner @ £20(2 courses) & £25(3 courses)

Other – as agreed

Guest Numbers

(Final numbers are required 10 working days before the event)

Layout

To be discussed with the General Manager

Equipment

To be discussed with the General Manager

Any Other Requirements

(please state here if you would like a coat rail, cloak room, flowers, balloons etc.)

Signature

The completion of the booking form with signature indicates the acceptance of the room booking terms and conditions, which are listed overleaf

Signature

Print

Date



Venue Hire/Room Booking Terms and Conditions

1. Sole occupancy, sit down, dining parties must generate a minimum spend of £650. If this figure is not realised in the final cost, the difference will be added to the bill. We can cater for 40 covers for a sit down meal – *about 4/5 more can possibly be squeezed in!*
2. Sole occupancy, buffet parties, must generate a minimum spend of £350. If this figure is not realised in the final cost, the difference will be added to the bill. We can cater for up to 55 people for buffet functions.
3. Provisional reservations will be held for a maximum period of ten working days unless otherwise agreed in writing. If the booking is not confirmed by the booking party forwarding a completed Function Suite Booking Form together with the agreed deposit, which is non refundable, within the above period then we reserve the right to release the date to another party.
4. Due to our residential positioning, The Rose & Crown Function Room has planning restrictions in that we are unable to allow amplified music or 'karaoke' type events
5. Cheques should be made payable to "The Rose and Crown"
6. Confirmation of the booking together with all of the customers' requirements will be made in writing to the booking customer.
7. The maximum number of people allowed in the Rose and Crown function room, by law, at any one time is sixty persons including staff.
8. The Management cannot be held responsible for the non availability of the building, due to reasons beyond its control, which lead to the cancellation of any event. A refund of the booking deposit would be made, except for monies paid or committed for payments relevant to the cancelled function.
9. A charge will be made for additional requirements or services requested although not specified on the Function Suite Booking Form.
10. Items belonging to the booking party cannot be left in the function suite over night unless by prior arrangement with the Management.
11. Extended room occupation, not agreed prior to the event, will be charged. Please allow sufficient time within your booking period to set up and clear your own items from the rooms.
12. The Rose and Crown Function Suite is a non smoking building.
13. Should you decide to cancel your booking the following fees would be charged.

Up to and including thirteen weeks prior to the event	Full deposit is returned
Twelve to nine weeks inclusive prior to the event	25% of the deposit is charged. 75% returned.
Eight weeks or less prior to the event	75% of the deposit is charged. 25% returned.

14. We recommend that, for a large function such as a wedding , the client takes out insurance to cover eventualities leading to cancellation.
15. It is the responsibility of the booking party to specify and agree the room tabling and seating plans at the time of completion of the Function Suite Booking Form and the payment of the non refundable deposit. Subsequent changes may incur additional charges.
16. Nothing may be attached to the walls or fabric of the building. The cost of repairs to any damage caused to the fabric, fixtures, fittings or furnishings will be charged to the client.
17. Clients are advised to ensure that they, their contractors, or any other person acting on their behalf are adequately insured.
18. The Rose and Crown does not accept responsibility for the loss, theft or damage to any property belonging to, or under the control of the client, their guests or contractors.
19. It is the responsibility of the client to ensure the good conduct of their guests whilst in, and leaving, the building. Anyone found to be acting in a manner deemed to be unsuitable by the management will be asked to leave the premises.
20. The client must comply with all of the Rose and Crown environmental health requirements and ensure that guests and contractors do the same.

"I look forward to welcoming you to the Rose & Crown and hope you have an enjoyable function"

Simon Warner

