

Terms and Conditions for PANGDEAN

To book our venue and our catering we should be grateful for a deposit of £1,200 (£1,000 + £200 VAT) which is non refundable, and is payable when you return the Booking Form. This reserves the date for your Wedding. The deposit can be paid direct into our HSBC account sort code 40 14 03, account no. 81207873, or by cheque made payable to "Pangdean". (If you pay direct into our account, please let us know when this has been done so that we can confirm receipt to you).

We accept payment by credit card but, in common with most businesses, charge 2% for the facility to cover ever-increasing finance costs.

1. **A second deposit** of approximately three quarters of the total invoice will be due for payment eight weeks before the function, and we will send you a second deposit invoice ten weeks before the function.
2. After the event, **final payment** is due within seven days on receipt of the invoice, and will be approximately the final quarter of the total payment.
3. **Final number of guests** is required ten days before the date of the function with any special catering requirements. Any shortfall of numbers on the day will be charged for as well as any additional number of guests attending on the day.
4. **If your booking is cancelled** within twenty eight days of the function date, you will regrettably be liable for 50% of the total bill. If cancelled within five days you will be liable for 75% of the total bill.
5. **Breakages and damage** to property will be charged for at cost price.
6. We advise you to arrange **insurance** for your function. We have comprehensive public liability cover.
7. Please ensure that no cash gifts are brought on the wedding day, as our insurance company are unable to include this in our cover, and we are not able to be responsible for any loss.
8. All prices are quoted exclusive of VAT. VAT is chargeable at the current rate.

Nicky Currie and her Team very much look forward to seeing you.

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PLEASE COMPLETE AND RETURN THIS SECTION WHEN YOU WISH TO PROCEED WITH YOUR BOOKING

Name:

Address:

Telephone Number:

Date of Function :

I accept the Terms and Conditions as stated above:

Signature Date.....