

Scalloway Hotel

**Christmas Party
Booking Form**

Organiser's Name:.....

Position/Department.....

Company:.....

Address:

.....

Contact Tel:.....

E-mail:.....

Time required:

Number attending

Date of Function:

Method of payment: A/C to
company/ credit card/cash/
.....

Terms and Conditions

1. A deposit of £10 per person is payable immediately upon booking.
2. Cancellation of individual guests or the function will result in deposits being forfeited, as they are non-refundable and non-transferable.
3. Cheques should be made payable to Scalloway Hotel.
4. All prices are inclusive of VAT @ 20%.
5. The option of paying by account is only available by prior arrangement.

I confirm that I have read, understood and accepted the terms and conditions of booking and agree to abide by them for all participants.

SIGNATURE:.....

DATE:.....

Please attach booking form with chosen method of payment