



## CHRISTMAS BOOKINGS

### TERMS AND CONDITIONS FOR YOUR EVENT

Please find below our terms and conditions to which we will ask you to agree when you pay your deposit. All prices are inclusive of VAT at the current rate and do not include service charge.

#### Deposit

A £10 per person deposit will be required at the time of booking.

#### Changes to the date of your booking

If you tell us by email [events@albertsschloss.co.uk](mailto:events@albertsschloss.co.uk) no later than 14 days prior to your event that you would like to change the date we will:

- Try to accommodate your new date, subject to availability.
- Use your deposit towards the new date

#### Pre-orders

Menus cannot be mixed, the whole party must either have the smorgasbord or 3 course Christmas menu. A pre-order will be required at least 10 days before your booking for all groups over 9 guests. Amends must be sent to the events team 48 hours in advance of your booking.

#### Cancellation

We appreciate that event plans can change. If you cancel more than **four weeks** before your event, we will cancel your booking and the full deposit will be refunded.

If you give us between **two and four weeks'** notice of cancellation, we will cancel your booking and retain 50% of the deposit.

If you cancel with **two weeks or less notice**, we will cancel your booking and retain the full deposit.

#### Venue Fixtures, Fittings & Property

Any unnecessary damage caused to the venue or equipment by your party will be charged for at cost price for the item and labour for any fittings.

#### 21 WEEKEND / CHECK 23

On Friday & Saturday after 6pm we operate an over 21-year-old policy.

Therefore, if you are fortunate enough to look 23 or under, proof of age may be requested.

Our approved forms of ID are valid Driving Licence, valid Passport, Military ID, any other form of ID with the PASS hologram on.