



The Burgage, Prestbury,
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Office use only

Date of function
Time of function
Deposit received £
Type of function

A FREEHOUSE As featured in 'The Good Pub Guide' and the CAMRA Guides to Good Beer, Good Cider and Good Food.

BOOKING FORM

Type of function											
Day and date of function			Hire charge £								
Time of arrival			Time of departure								
Number of people	Bar	Yes	No	Skittles	Yes	No	Sticker £5 / hr	Yes	No	Sticker Start Time:	Sticker End Time:
Food requirements								Food time: Please note we offer an approximate food time i.e. 8pm could be 7.45pm or 8.15pm due to the demands of the pub dining room.			
Format of room required?						Special requests?					
Contact Name & Address						Telephone number - DAY					
						Telephone number - EVENING					
How did you hear about us?											
EMAIL											

I have read, understood and accept The Booking Conditions as outlined below, and have noted the limitations of decorations that I can provide. In order to confirm my booking I understand that The Royal Oak requires a booking fee of £50 and I confirm that payment accompanies this booking form.

Signature

Date / /



BOOKING CONDITIONS

We hope you will enjoy your function here at The Pavilion. We will do our very best to meet your needs and to make your time here as enjoyable as possible. In order for us to do this it is important that you read the following booking conditions:

Booking Fee: All bookings are subject to a non-returnable booking fee of £50. Your booking fee acts as a security payment against cancellation/damages. It will be credited against your final bill once the event has taken place, providing no damage has been caused to the room.

Cancellation/Postponement: Cancellation 30 days prior, your £50 booking fee can be applied to a rearranged date in the Pavilion within 3months. Cancellation less than 30 days, your booking fee is retained by us. However, if we manage to rebook the Pavilion for that date we will offer you a £50 credit against a future function.

Payment: All events must be paid in full, 14 days prior to the event, with the exception of drinks which are to be paid at the end of the event.

Bookings: All food in the Pavilion will be provided by The Royal Oak Inn, we do not allow clients to provide their own food. Bookings taken for a Friday, Saturday or Sunday are only taken on a catered basis. We do not accept bookings for 18th or 21st Birthday parties.

Music: We are located in a residential area and are therefore sensitive to the nature and the volume of music played in the facility. Amplified live music is not permitted. Un-amplified music is permitted under certain circumstances. Please check with us before you confirm your music arrangements.

Licensing: We are licensed until 11.00pm within The Pavilion. All clients need to vacate the premises by 11.30pm. Due to the residential location of The Pavilion the doors and windows must not be open after 10.00pm. Customers wishing to access the garden must do so by using the front door of The Pavilion.

Skittles: The Royal Oak Inn does not accept any responsibility for personal injury during the game of skittles. Children are not to play skittles unsupervised.

Bar: We offer a bar facility for any function with more than 30 guests.

Decoration: The Royal Oak Inn reserves the right to charge the client for any damage to the structure or decoration of the building or fixtures and fittings that may be incurred at their replacement value. We do not allow the use of sticky tape, pins, staples, blue tack or any type of table confetti, rose petals, party poppers or burning candles. This policy reflects previous damages caused by clients!