



THE SCHOONER

FESTIVE PARTY 2019 BOOKING FORM

FULL NAME:	
PHONE NUMBER:	
EMAIL ADDRESS:	
DATE OF RESERVATION	
TIME OF RESERVATION (to be seated at table)	
NUMBER OF DINERS	
TOTAL DEPOSIT PAID (£5 per person is required)	

IMPORTANT INFORMATION:

1. A £5 deposit is required per person to confirm the booking. This is refundable up until 5 days before the reservation date.
2. Please complete the pre-order form (available to download from the website) and return to us 3 days in advance of the reservation date.
3. Using the completed pre-order form The Schooner will create place name cards for each diner as per their menu choices. The Schooner will not be liable for any errors or changes made by the party of diners.
4. Please be prompt for the confirmed time of your reservation. Please note that the time of the reservation is the time for seating at the table. You are of course welcome to arrive early for drinks at the bar.
5. If you have a food allergy or dietary requirement please let us know before completing the pre order form.

Signed & dated by customer _____

For completion by Schooner staff:

- Date & staff member that took the booking _____
- Added to Resdiary system (*please tick*) _____
- Staple deposit payment to this form (if card payment take cash equivalent from till and staple to this form & spike the PDQ receipt).
- **Store in till tray compartment**
- If customer requires a receipt please write out one using the duplicate book

