

Christmas Party Booking Form

Step 1 – Payment

- A deposit of £20 per person (£30 for New Year's Eve), must be received within 14 days of making a provisional booking. Please note – from the 1st October a deposit is required at the time of booking to secure tickets
- The full balance is due 4 weeks before your party night
- A receipt will be sent if requested
- Please note that we cannot accept multiple payments – only 1 x payment per amount due
- We are able to accept payment at Trunkwell House so feel free to pop in to settle any outstanding payments, Monday – Friday between 09:00am and 5.00pm.
- We accept cheques made payable to Parsons Leisure Ltd and Visa, Mastercard, Amex and Maestro cards. Please note that cheques cannot be accepted any later than 14 days prior to your party night, and there is a 4% processing charge on all credit card payments.
- Any alterations to bookings must come from the organiser
- We do ask that you inform your party of our terms and conditions, in particular that any monies paid are non-refundable and that tickets are non-refundable and non-transferable

Step 2 – Wine pre-Orders

- Why not have wine waiting for you on your tables? Wine can be pre-ordered from the attached form
- Please ensure your order can either be split evenly between your allocated tables, or advise us how you wish the wine to be split. If you are unsure of your table allocation, please contact us and we will be happy to advise. If we do not receive a split from you, we reserve the right to divide your wine pre-order as best we can between your tables
- Wine pre-orders must be received and paid for no later than 10 days prior to your party night. However, you can still order wine on the night at the wine station
- Champagne pre-orders will be served in ice buckets – guaranteed!

Step 3 – Accommodation

- Why not stay over and make the most of your party night? Although there is limited accommodation on site at Trunkwell House, we are pleased to recommend a number of local hotels with whom we have developed an association with. Some even offer privilege rates for Trunkwell partygoers, so don't forget to mention that you are attending the Trunkwell House Christmas Parties to receive your discount!

Millennium Madejski Hotel – Reading

From £60 per room

Madejski Hotel, Madejski Stadium, Junction 11 M4, Reading, RG2 0SL Telephone – 01189 253500

Hilton Hotel – Reading

From £80 per room

Hilton Reading, Drake Way, Reading, RG2 0GQ Telephone – 01189 169000

Step 4 – Directions & Transport

From M4 Junction 11 -

At the roundabout head towards A33 Basingstoke

At the traffic lights turn left, signposted Trunkwell House, Spencer Wood, Three Mile Cross

After approx. 300 yards you will reach a mini roundabout next to a BP garage, continue straight

Continue for approx. 1.5 miles until you reach a 'Murco' petrol station on the right, turn right immediately after onto 'Beech Hill Road'

After approx. 2 miles you will enter the village of Beech Hill, after a further 200 yards you will see a sign for Trunkwell House on the right hand side. Turn into the driveway and bear left at the fork to Trunkwell.

From M3 – Junction 5

At the roundabout take the exit signposted Hook, Reading B3349

At the next roundabout take the second turning signposted Reading B3349

Continue on this road going over two small roundabouts, still following signs for Reading B3349

The road bends and turns but continue along it. After approx. 4 miles you will pass a pub on your right called 'The Leather Bottle'. Continue on B3349 until you come to a roundabout

Take the first left, signposted A33, after approx. 1 mile there is a junction with a large statue of the Duke of Wellington on it. Turn right onto A33 and stay on this road until you come to a roundabout

Take the first turning left at the roundabout, signposted 'Beech Hill'

After approx. 1 mile you will go over a humpback bridge. Continue for a further 600 metres and take first right to Beech Hill

Continue on this road until you come to a T-junction. At the T-junction there is a pub called 'The Elm Tree' turn right here and after approx. 50 yards you will see a sign for Trunkwell House on the left with an entrance to our driveway. Bear left at the fork to Trunkwell House

You will require transport to Trunkwell House, we wish all our partygoers to be safe on their journeys so please, if you fancy a drink and don't have a lift, please use one of our reliable transport companies –

Capital Cars -
01189 509509

Stewarts Coaches and Minibus Hire –
01189 831231

Step 5 – On the Night – FAQ's

Please print and display the below pages for your partygoers to see.....

- Arrival – Doors open at 7pm, we advise guests to arrive no later than 7.45pm. You will be invited through to dinner from around 8pm, with dinner server shortly after.
- Dress Code – Dress to impress! Gents either black tie or smart (trousers with shirt & tie), ladies smart evening wear. Please inform all your guests we do not allow t-shirts, denim, jeans or trainers (even designer pairs!). If guests are not dressed appropriately, we reserve the right to refuse admission. For the more adventurous guests amongst you, we do allow fancy dress, why not wear something to compliment the theme!
- Heating – Our luxury marquee has solid ABS panelled walls and is centrally heated inside – comfortable enough for short sleeved dresses!
- Cloakroom – There is a free cloakroom on arrival, this is open from 7pm and will close for food service, then reopen around 10pm after dinner. Trunkwell House cannot be held responsible for any loss or damage to items left in the cloakroom
- Tables – these are allocated on a first come, first served basis – we feel this is the fairest way. However, please be aware that we take many bookings very early in the year (particularly for weekends). The majority of tables seat up to 10 people, but you will be advised at the time of booking the tables allocated to your party. Parties with 2 or more tables will be adjacent to one another – guaranteed.
Allocated table numbers will be displayed on the table plan in the reception area. Please report to the event manager for assistance if required.
- Drinks – There is a main bar and a wine station. We do not provide table service, other than for bottles of wine. We do not allow guests to bring their own alcohol onto the premises, under any circumstances. Last orders at the bar are 11.30pm Thursday & Sunday, and midnight on Friday/ Saturday. The event finishes at 11.45pm Thursday & Sunday and 12.15pm Friday/ Saturday.
- Smoking – Smoking is strictly prohibited in all areas of the marquee and walkways, with the exception of the undercover outside smoking area.
- Food – There is a set menu for our Christmas parties as below –

'Pharaoh's Feast' Christmas Party Menu

Duck and Orange Pâté served with Salad
Garnish, a Grain Mustard Dressing, Melba
Toast and a Red Onion Chutney

or

Egyptian Cucumber and Feta Cheese Salad
with a Lemon infused Oil (v)

Traditional Roast Turkey served with Pigs in
Blankets, Sage & Onion Stuffing Balls,
and a Rich Turkey Gravy

All served with a trio of vegetables

Vegetarian option also available
upon request

Dark & White Chocolate Mousse Pyramid
served with a Strawberry Garnish and a Fresh
Fruit Coulis

or

Traditional Christmas Pudding served with
Brandy Sauce

Tea & Coffee station
with after dinner mints

** We do NOT require pre menu orders, you choose on the night UNLESS you are a vegetarian or have another dietary/ allergy requirement, we MUST be notified in advance and your meal needs to be prebooked. Failure to notify us prior to your party of your special meal requirement, we may not be able to accommodate you on the night.**

- Disabled Facilities – There are disabled facilities here at Trunkwell House and our staff will be happy to assist with any special requirements for disabled guests. We would be grateful if you could kindly notify us in advance to assist when locating your tables etc.
- Casino - £5 will buy you £100 of fun money chips for you to gamble on the tables. The croupiers are professionals and will explain how to play and bet at the tables. Please note that this is a Charity Fun Casino and all proceeds will go to our nominated charity, chosen later in the year. For this reason, no refunds will be given for unused chips. If you wish to pre purchase casino vouchers in advance of your party please contact us.

- Terms and conditions of booking
- A provisional booking can be made by phone or email and this will be reserved in your name for 14 days only without a deposit. Please note that from September we will require a deposit at the time of booking.
- Provisional bookings become valid on receipt of a completed booking form and correct deposit.
- All deposits are non-refundable and cannot be transferred against any balance or wine payments.
- The balance of the monies due should be received by Parsons Leisure no later than 4 weeks prior to your party date. Non-payment of the final balance by the date due will cancel our contract with you, unless otherwise agreed. Tickets must be paid for in full prior to the party under all circumstances.
- Upon receipt of the balance payment we assume final numbers have been confirmed.
- Tickets are non-redeemable under any circumstances.
- All deposits, monies paid and final balances are non-refundable and non-transferable.
- The company regrets that it cannot be held responsible for inclement weather affecting your attendance to any function.
- The company reserves the right to allocate appropriate tables to your party. Wherever possible the company will attempt to accommodate any special requirements.
- The company does not accept liability and shall not be liable for any cancellation, delay or non-completion of the event in the following circumstances – As a result of strikes, riots or lockouts affecting any trades with which Parsons Leisure Ltd is concerned. As a result of fire, flood, extreme weather conditions or any other cause beyond its control.
- Parsons Leisure Ltd reserves the right to refuse admission and remove from the function any person who in the opinion of the company is likely to hinder the enjoyment of our other guests. Guests should be 16 years old and above. We are only licensed for consumption of alcohol purchased on our premises. Anyone bringing or consuming their own alcohol will be asked to leave along with the rest of their party.
- Parsons Leisure Ltd accepts all bookings in good faith, but reserves the right to amend part or all of the advertised programme and regret we cannot be held responsible for errors, omissions or cancellations.
- Although every effort is made to keep the menu and entertainment as stated, it may be necessary from time to time to change an item/ act, due to lack of produce of the highest quality or other unforeseen circumstances.

Booking Form Please return this page to us with your deposit within 14 days of a provisional booking

Name of organiser – Mr Mrs Miss Ms Other _____

Full Name _____

Name of company or Organisation _____

Company Address _____

Postcode _____ Daytime Phone Number _____

Email Address _____

I wish to confirm my booking for _____ guests on (Party night date) _____

I enclose a non-refundable deposit payment of £ _____

Method of payment – Debit Card/Credit Card/Cheque/Cash

Cheques should be made payable to Parsons Leisure Ltd (one cheque per booking). Please remember there is a 4% processing charge for credit cards.

Cardholders Name _____

Long Card Number _____

Last 3 digits on signature strip _____

Valid From _____ Expiry Date _____

Special dietary requirements _____

Terms and conditions of booking

Parsons Leisure Ltd as the organisers/ 'company' of the Marquee Christmas parties reserve the following rights

- A provisional booking can be made by phone or email and this will be reserved for 14 days only. Please note that from September a deposit will be required at the time of booking.
- Provisional booking only become valid on receipt of a completed booking form and correct deposit.
- All deposits are non-refundable and cannot be transferred to balance or wine payments.
- The balance of monies due should be received by us no later than 4 weeks prior to your party date. Non-payment of the final balance by the date due will cancel our contract with you, unless otherwise agreed. Tickets must be paid for in full prior to the party under all circumstances.
- Upton receipt of the final balance we assume final numbers have been confirmed.
- All deposits, monies paid and final balances are non-refundable and non-transferable.

Tickets are non-redeemable under any circumstances

The company regrets it cannot be held responsible for inclement weather affecting your attendance of any function.

The company reserves the right to allocate appropriate tables to your party. Wherever possible the company will attempt to accommodate any special requirements.

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Parsons Leisure Ltd accepts all bookings in good faith, but reserves the right to amend part or all of the advertised programme and regret we cannot be held responsible for errors, omissions or cancellations.

Although every effort is made to keep the menu and entertainment as stated, it may be necessary from time to time to change an item/ act, due to lack of produce of the highest quality or other unforeseen circumstances.

I have read the terms and conditions of booking and agree that my guests and I will abide by them

Signed _____ Date _____

Final Balance Form

Please complete this form and return with your final balance and any wine payments 4 weeks prior to your party

Full Name _____

Name of company or Organisation _____

Date of Party _____

Wine Orders

Description	No of bottles	Cost per bottle	Total cost

Total cost of wine £ _____

Balance Payable

No of guests	Price per ticket	Total	Less deposit paid *confirmed guests only	Ticket balance total
				£
			Plus wine order (optional)	£
			Casino Vouchers (optional)	£
			Total payment enclosed	£

Special dietary requirements _____

Method of payment – Debit Card/Credit Card/Cheque/Cash

Cheques should be made payable to Parsons Leisure Ltd (one cheque per booking). Please remember there is a 4% processing charge for credit cards.

Cardholders Name _____

Long Card Number _____

Last 3 digits on signature strip _____

Valid From _____ Expiry Date _____

I have reminded my guests and I of the terms and conditions and agree to abide by them

Signed _____ Date _____

Trunkwell House, Beech Hill Road, Reading, RG7 2AT. Telephone 01189 883754 Email Christmas@trunkwell.com

Wine List 2017

White Wines

Sauvignon Blanc	£22.50
Chardonnay (France)	£22.50
Pinot Grigio (Italy)	£23.50
Chablis	£29.50

Red Wines

Merlot	£22.50
Shiraz (Australia)	£27.00
Pinotage	£29.00
Campo Viejo Rioja (Spain)	£29.50

Rosé Wines

Pinot Grigio Rosé	£23.50
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Sparkling Wine & Champagne

Prosecco (Italy)	£30.00
Jacques Bardelot Champagne (France)	£56.00
Jacques Bardelot Rose (France)	£60.00
Lanson Black Label Brut (France)	£66.50
Lanson Rose Label Brut (France)	£76.50

Water

Still Bottled Water (1 Litre)	£3.90
Sparkling Bottled Water (1 Litre)	£3.90

Wines on invoice are subject to VAT at prevailing rate.

All wines are correct at the time of printing, should our brewery increase price or change their stock Parsons Leisure Ltd reserve the right to amend the list.