

MAKING A CHRISTMAS RESERVATION & BOOKING TERMS

ENQUIRIES:

For all Christmas bookings & enquiries please dial 01159 464398 Extn. 223 and speak with our Events Co-ordinator who will advise on availability, menu options and deposit procedures. Or visit our website: www.trentlock.co.uk

TO MAKE A RESERVATION:

To pursue with your enquiry please consider one of the following options:

Locks Restaurant Reservations:

Contact Member of the Bar or dial 0115 9464398 Extn. 224

Christmas Parties & Ticket Events:

Contact Events Co-ordinator or dial 0115 9464398 Extn. 223

DEPOSIT PROCEDURE:

A deposit of **£10 per person** will secure your Christmas Booking and is required within 7 days of making your reservation.

All deposits are non-refundable and cannot be transferred to cover a balance outstanding.

FINAL PAYMENT:

Final Payment or Payment in full will be expected by 1st December or *7 days prior to Christmas Booking (**whichever date is sooner*).

This excludes bookings for tables of 12 and under dining in Locks Restaurant selecting Locks Festive Lunch and Evening Menu.

RECEIPT & CONFIRMATION:

A receipt of acknowledgement and booking confirmation will be issued for all payments received.

In respect of credit card payments taken via phone and cheques received by mail, please allow 5-working days for a receipt & booking confirmation.

TICKET EVENTS:

Tickets are sold strictly on a *first-come-first-served* basis and cannot be reserved unless payment has been received in full. Please retain your ticket(s) to gain entry for these events.

MENU PRE-ORDERS:

Apply to our Christmas Party Menu, Group Bookings and Table Reservations of 12 or more. A *Traditional Christmas Fayre* Menu will be offered in the event that a Pre-Order has not been completed and returned. Please advise us in advance of any dietary request by dialling 0115 9464398 extn. 223 or email: toni@trentlockgolf.com