S A X T Y S

Christmas Party Organiser Payment Record

We understand it can be stressful this time of year for the party organiser, so we have produced this payment record for **your use** (if you wish) to help you keep track of your party members payments. We would ask though that the Party Organiser or their representative must make all group payments to us.

We cannot accept part payments from individual party members. We apologise for any inconvenience. An extract from the Terms & Conditions regarding payments is below.

Group Name	**Party Date and Time**

Organiser's Name	**Contact Details**

Guest Name	**Deposit Paid**	**Outstanding**	**Extras**	**Final Amount**	**FULLY PAID**

A non-refundable deposit of £10 per person is requested within 14 days of making your booking or it will be cancelled without notice.
No refunds will be given for deposits and payments made. This includes in the event of adverse weather conditions.
All payments should be made through the party organiser or their representative, we cannot accept individual payments from party members
Full payment is required 14 days before the reservation date, the final balance payable is based on the booked numbers on this form .
If your reservation date is within 21 days of booking, full payment will be required on booking. All parties must be paid in full in advance.
Cheques should be made payable to Saxtys. **ONLY ONE GROUP CHEQUE PER PARTY WILL BE ACCEPTED**. All credit card payments will be subject to a 2% surcharge