



REQUESTED DATE OF BOOKING:	
PERSON BOOKING FUNCTION:	
INVOICE NAME AND ADDRESS: (Please state where the invoice is to go to)	
CO-ORDINATOR ON EVENT DAY:	
TELEPHONE NUMBER:	
MOBILE NUMBER:	
EMAIL ADDRESS:	
NUMBER OF PEOPLE:	
TIME'S OF ROOM HIRE:	

FUNCTION ROOM	£ PRICE	TICK
WATERSIDE ROOM HIRE ONLY (This Includes); <ul style="list-style-type: none"> • A dedicated planner • White table cloths and linen napkins • Cake stand and knife <ul style="list-style-type: none"> • 10% discount for you and your guests staying in our accommodation • Free car parking for you and your guests • Duty manager to assist your party on the day 	£250.00	
Bosun's Package	£995.00	
Captain's Package	£1800.00	
Admirals Package	£1995.00	
Bosun's Drinks Package	£8.95 pp	
Captain's Package	£12.95 pp	
Decorations	From £75.00	
Patio Hire	£50.00	

Room Layout - Please specify

Booking Notes (Please include any dietary requirements)

How did you hear about the Mount Batten Centre? (Please Tick)						
Existing customer	TV	Radio				
newspaper	word of mouth/recommend	MBC website	Brochure	Poster	leaflet	
advertisement	Other please specify					

I confirm that I am over 18 years old and have read and am signing (or typing my name on an e-mail copy) to accept the terms and conditions of this booking. I understand that this booking is not confirmed until I have received confirmation from the Centre.

SIGNATURE:

NAME (PLEASE PRINT):

DATE:

Please note that if you do not know the particulars of your booking your room cost will be taken as deposit. If you know the full booking details the deposit will be 25% of the final bill. If you would like us to invoice you in full please state this in the notes section of this booking form.

OFFICE USE ONLY PAYMENT RECEIVED NO/s: INVOICE NO/s:

Terms and Conditions

Mount Batten Park Ltd, by credit/debit card or cash.

You can book and pay by phone or post or in person. You can pay by cheque made out to

Booking

Event rooms - On confirmation of availability, a provisional booking will be held for 7 days. Bookings made for within 6 weeks of your event must be paid in full. Outside 6 weeks, a non returnable deposit of 25% of total costs must be sent with your booking form, Your booking will be confirmed in writing within 7 days of receipt. The balance must be paid 6 weeks prior to your event.

The person making the booking will be regarded as the Group Leader and, as such, they, or their organisation, will be responsible of all payments due in respect of the group booking.

Any extra costs incurred at the time of the event can be paid for at the time or will be invoiced within 7 days.

Accommodation – Bedrooms are available on a first come basis

Entertainment - With accommodation on site Music will only be allowed until 2300. No smoke machines are permitted and no open candles are to be used on tables. Any use fireworks or lanterns-permission must be gained in writing from the relevant authorities.

Catering & Final numbers - You can book your catering requirements up until 2 weeks prior to your event. Any special dietary requirements should be notified. We will cater and charge for the provisional numbers if not advised. All menu items are subject to availability. Children aged over 12 years will be charged as an adult meal.

Contracting out – Goods and services that are contracted out are the responsibility of the customer, the Centre accepts no liability for non performance.

Car Park – This is free for registered users, please sign in at Reception to register their Vehicle.

Cancellations

We recommend that you take out insurance to cover yourself or your group against loss or damage to personal possessions, unavoidable cancellations or personal accident or illness beyond your control.

Less than 6 weeks before booking date

Full payment due

More than 6 weeks

25% deposit will be retained + 10% Administration fee

Cancellation by you: Cancellations must be in writing and will date from the day received by the Mount Batten Centre.

Accommodation & Events - For a cancellation made inside 6 weeks, all payments will be retained and any outstanding balance will still be due unless we are able to re-let your booking. All refunds are subject to a 10% administration fee.

Cancellations by us:

Every attempt will be made to ensure that your event actually runs. However, the Mount Batten Centre reserves the right to cancel our provision should circumstances dictate including damage or destruction of the centre or any other cause beyond our control which would prevent us from performing our obligation.

Safety and equipment

You are expected to take every reasonable care of equipment owned or operated by the Centre. Any damage or loss must be reported promptly. Any damage resulting from deliberate misuse or personal negligence will be charged for.

In the unlikely event of an accident, the Mount Batten Centre carries full Public and Product Liability Insurance.

Use of your own equipment while you are at the Centre and any personal possessions, including gifts, cards and flowers is at your own risk as we cannot accept any responsibility for any damage or loss to your equipment, however caused. Storage may incur a charge.

In the interests of safety for individuals and groups, activities operating from the Mount Batten Centre must observe our Code of Conduct available from reception.

Catering – if bringing your own food to the centre and have paid to do so, you are not permitted to use any of the kitchen facilities. It is your responsibility to sign a disclaimer.

Conduct in Centre

Accommodation – All young people 18 and under staying at the centre must be accompanied by either a parent or a consenting guardian who is also staying at the centre.

Groups - All adults accompanying a group agree to be responsible for the behaviour, discipline, parental care and supervision of their own party.

Adult groups and individuals are expected to use the Centre with consideration of other members of the public. The Centre reserves the right to ask individuals to leave the Centre if their behaviour is deemed inappropriate.

The Centre reserves the right to cancel or refuse to accept any booking.

The Centre operates a zero tolerance policy regarding drugs and the inappropriate use of alcohol. The Centre is non-smoking throughout.

Any wilful damage caused to the Centre's fabric or equipment will be charged for.

Confetti – we recommend the use of biodegradable confetti in the centre grounds due to the proximity of the sea.

Feedback – any feedback or comments about your function must be directed to the duty manager on the day. Should you have any further queries please put these in writing or e-mail to the centre within 7 days.

Changes to the Terms and Conditions

The Mount Batten Centre reserves the right to amend these conditions and prices at any time without prior notice. A copy is available on our Web Site www.mount-batten-centre.com