

# Christmas Party 2021

## Checklist

Booking point	YES	NO
Have you paid your deposit?		
Have you received your receipt and confirmation of the booking?		
Do you have your travel arrangements sorted?		
Have you informed all members of your party of the date and time of your booking?		
Have you checked and informed us of any dietary requirements your party may have?		
Do we know of any requirements of seating arrangements?		
Do all your party know the directions to the hotel?		
Have you booked the accommodation for your party?		
Have you got your party outfit ready?		

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## Payment Checklist

Party Name..... Party Date.....

Name	Phone Number	Deposit Paid	Final Balance Paid

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## Rooming List

Party Name..... Party Date.....

**Please send this rooming list one month prior to your party**

Name & Address	Deposit Paid	Room Type	Special Requests**

\*\* Let us know about any special requests at the time of booking and we will do our best to help, although we are unable to guarantee that these requests can always be met.

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