



Visit www.BestPartiesEver.com or phone 0844 499 4040

BOOKING CONFIRMATION FORM

Ref No: _____ Venue: _____

Date of Party: _____ Price Per Person: _____

No. of Guests: _____ x £15.00 deposit per person = £ _____ payment enclosed

**To confirm your booking please complete and return this booking form,
Within 2 days, together with the relevant deposit.**

Name: _____ Company: _____

Address: _____

Postcode: _____

Tel No: _____ Mobile: _____

Email: _____

We are an environmentally aware company and as such have a policy in place to contact you via email and phone before post.

I understand the published ticket prices **exclude VAT** and the remaining balance must be paid no later than six weeks prior to our function date.

I have read the Terms & Conditions of Booking and agree that I, and all my participants, shall abide by them.

Signed: _____ Date: _____

FAILURE TO SIGN AND RETURN THIS DOCUMENT MAY RESULT IN YOUR BOOKING BEING RELEASED

Cheques should be made payable to 'Best Parties Ever Ltd'

Please enclose one cheque per booking, as there is a charge of 50p for each additional cheque

Strictly Over 18's Only Subject to Licensing

Units 2-4 Trade City, Avro Way, Brooklands Industrial Park, Weybridge, Surrey, KT13 0YF
T: 0844 499 4040 F: 0844 499 0040 W: www.BestPartiesEver.com E: Sales@BestPartiesEver.com



Complete this form and fax it to us on 0844 499 0040

PAYMENT FORM

Ref No: _____ Date of Party: _____ Venue: _____

Name: _____ Company: _____ Tel No: _____

CREDIT/DEBIT CARD PAYMENT

CARD NO: SECURITY CODE:

EXPIRY DATE: VALID FROM DATE: ISSUE NUMBER:

TYPE OF CARD: Mastercard / Visa Credit / Visa Debit / Switch / Solo /

NAME OF CARD HOLDER:

ADDRESS OF CARD HOLDER:

POSTCODE:

CONTACT NUMBER OF CARD HOLDER (a landline number please):

FOR DEBIT CARDS: I hereby give authority for the amount of: £....., to be taken from my account.

FOR CREDIT CARDS: I hereby give authority for the amount of: £....., and I understand this will be subject to a 1.5% plus VAT processing charge.

SIGNATURE OF CARD HOLDER:

Please note that we cannot accept American Express or Diners

CHEQUE PAYMENTS

Cheques should be made payable to 'Best Parties Ever Ltd'

Please write your booking reference number on the back of the cheque.

Please enclose one cheque per booking, as there is a charge of 50p for each additional cheque.

BANK TRANSFERS

Bank Name: NatWest, Account Name: Best Parties Ever Ltd, Sort Code: 60-00-01, Account Number: 39020878
Swift: BIC NWBK GB 2L, IBAN: GB10 NWBK 6000 0139 0208 78

Your booking reference number is required as your payment reference, so your payment can be identified.

Midnight in Monte Carlo, Hot In Havana, Magical Montmartre A Can Can Christmas, Italian Masquerade, Party at the Pyramids, Chicago The Roaring Twenties, To Russia With Love, One Night In Bangkok, Moonlit in Marrakesh, Atlantis Party Under the Sea Christmas Parties are run by Best Parties Ever Ltd, which is part of the Dwellcourt Group of Companies, and is hereafter termed 'The Company'. These terms and conditions apply to all functions relating to the Christmas Parties.

1. CONFIRMATION OF BOOKINGS

- i) The deposit is non-refundable and non-transferable upon cancellation or number reduction.
- ii) Attendees will be strictly over 18 years old only.
- iii) Where an Agent chooses to sign our booking form on behalf of a client it accepts responsibility, under our Terms & Conditions, for all participants, including any liabilities arising thereof.
- iv) Full payment will be required no later than six weeks before the function. Failure to pay within this time will result in the cancellation of the booking and the forfeiture of any deposit paid.
- v) If numbers should rise following this payment, the Company, will try to accommodate the additional guests but this will be at the company's discretion.
- vi) If numbers should reduce after full payment no refunds shall be made.
- vii) When Pre-Ordering drinks, the Drinks Order Form along with full payment must be received at least 2 working days before the party. Drink Orders received after this time will be confirmed at the company's discretion. The Drinks Order will only be processed when accompanied with full payment. When ordering Drink Packages and Wristbands a minimum order of one package per person applies, this must be the same package for each and every person within your booking.
- viii) Un-used Drink Tokens will be refunded, if returned within 14 days of the party date, at the price they were purchased at. If the drinks tokens were purchased as part of a drinks package they will be refunded at the reduced rate at which they were purchased.
- ix) Doggem Tokens and Drink Wristbands are non-refundable.

2. CHARGES

- i) The Client agrees to pay all charges on the due date.
- ii) If there are queries on any part of an invoice, the Client will pay the undisputed balance of the sum owing on the date due and the remainder on resolution of the query.
- ii) All published ticket prices are exclusive of VAT, which will be added at the current rate.
- iii) All Credit Card Payments will be subject to a 1.5%+VAT processing charge.

3. CLIENTS USE OF THE PREMISES

- i) The Client and persons attending the function shall:
 - a) comply with all licensing, health and safety and other regulations relating to the premises.
 - b) not bring any dangerous or hazardous items onto the premises and to remove any such items promptly when requested to do so by a member of Company management or any other such authorised person.
 - c) not consume any food or drink on the premises not supplied by the Company or its authorised caterers, without the Company's prior written consent.
 - d) not act in any improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable request by the Company's employees.
- ii) Any person or item in breach of these conditions may be refused admission to or be removed from the premises.

4. CANCELLATION BY THE COMPANY

- i) The Company may cancel the bookings under the following circumstances:
 - a) If the premises or any part of it is unavailable due to circumstances outside of its control.
 - b) If the Client becomes insolvent or enters into liquidation or receivership.
 - c) To avoid breach of these conditions.
 - d) If it might prejudice the reputation of or cause damage to the Company.
- ii) In such an event, the Company will refund any advance payment made but will have no further liability to the Client.

5. CANCELLATION BY THE CLIENT

- i) If the Client cancels a reservation with written confirmation, upon receipt of a cancellation letter the following cancellation fees will apply; if not within 10 weeks of the function date, whilst no cancellation fee applies nevertheless the deposit is non-refundable. Within 10 weeks of the function date a fee of 50% of anticipated costs of the full invoice will apply. Within 4 weeks of the function date a fee of 75% of anticipated costs of the full invoice will apply. Within 14 days of the function date a fee of 100% of anticipated costs of the full invoice will apply.
- ii) If the Client cancels a reservation with written confirmation, after a signed booking form or booking amendment form has been received, this will result in a £15 cancellation charge per person where deposits were not paid up front.
- iii) If the Client cancels a reservation with written confirmation, after full payment, no refunds can be made.

6. LIABILITY

- i) The Company will be liable to the Client and/or persons attending the function for injury to persons or loss or damage to property only where and to the extent that it has been negligent but otherwise will be under no liability to them whatsoever.
- ii) The Client will be liable for any loss or damage to the Company's property including walls, light fittings and equipment (including items hired for their use) or injury to any person including the Company's staff and shall indemnify the Company against any loss or liability (other than the Company's liability in i) above) arising from the function.
- ii) The Client is advised to consider arranging insurance for the function covering public liability and loss or damage to its property and that of persons attending the function.

7. GENERAL

- i) The Company will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least an equivalent standard at no additional costs to the Client.
- ii) The Client shall not be entitled to assign the booking to any third party nor utilise the Company's facilities, other than for the purposes agreed.
- iii) The Company reserves the right to pass onto the client any additional costs incurred by them in respect of goods and services requested during the course of the function or caused by the Client not adhering to the agreed times of services.
- iv) Whilst the Company has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.
- v) Notwithstanding anything contained in these Terms, the Company will not be liable for any failure to perform its obligations to the Client in whole or part as a result of any of the following circumstances:
 - a) Strikes b) Other industrial action(s) c) Fire at or near the premises d) Flood at or near the premises e) Civil unrest, dispute or commotion f) Act of God g) Legal action against the Company, not resulting from its negligence, preventing the supply of services
- vi) Written confirmation of the reservation shall be deemed to be acceptance of these conditions.
- vii) This agreement shall be subject to the law of the country in which the premises is situated.

BEST PARTIES EVER – DATES & PRICES 2012

	Billericay	Epping	Maidstone	Reading	Legoland	Syon Park	Weybridge	Farnborough	Southampton
Fri 23/11/12							45.00		
Sat 24/11/12							45.00		
Sun 25/11/12							34.50		
Mon 26/11/12							34.50		
Tues 27/11/12							34.50		
Weds 28/11/12							37.50		
Thurs 29/11/12							39.50		
Fri 30/11/12	49.50	47.50		34.50	49.50	49.50	49.50		45.00
Sat 01/12/12	49.50	47.50		49.50	52.50	49.50	52.50		49.00
Sun 02/12/12	34.50	37.50		37.50	34.50	34.50	37.50		34.50
Mon 03/12/12	34.50	34.50		34.50	34.50	34.50	34.50		34.50
Tues 04/12/12	34.50	34.50		34.50	39.50	34.50	37.50		34.50
Weds 05/12/12	37.50	39.50	37.50	39.50	42.50	39.50	39.50	39.50	37.50
Thurs 06/12/12	39.50	42.50	41.50	34.50	42.50	47.50	43.50	44.50	39.50
Fri 07/12/12	54.50	52.50	52.50	54.50	54.50	54.50	54.50	52.50	56.50
Sat 08/12/12	54.50	52.50	52.50	54.50	54.50	54.50	54.50	52.50	56.50
Sun 09/12/12	39.50	37.50	37.50	37.50	39.50	39.50	39.50	37.50	39.50
Mon 10/12/12	34.50	34.50	34.50	37.50	34.50	37.50	34.50	34.50	34.50
Tues 11/12/12	37.50	34.50	37.50	39.50	39.50	39.50	39.50	37.50	37.50
Weds 12/12/12	42.50	39.50	39.50	39.50	42.50	39.50	42.50	37.50	39.50
Thurs 13/12/12	47.50	44.50	42.50	45.00	48.50	47.50	45.00	47.50	44.50
Fri 14/12/12	54.50	54.50	52.50	54.50	56.50	57.50	57.50	52.50	56.50
Sat 15/12/12	54.50	54.50	52.50	54.50	56.50	57.50	57.50	52.50	56.50
Sun 16/12/12	39.50	37.50	37.50	37.50	39.50	39.50	39.50	37.50	39.50
Mon 17/12/12	37.50	37.50	37.50	34.50	34.50	39.50	37.50	39.50	37.50
Tues 18/12/12	39.50	36.50	39.50	39.50	39.50	38.50	39.50	42.50	39.50
Weds 19/12/12	43.50	39.50	42.50	41.50	41.50	42.50	45.00	44.50	42.50
Thurs 20/12/12	47.50	44.50	44.50	43.50	43.50	49.50	47.50	46.50	47.50
Fri 21/12/12	54.50	54.50	52.50	54.50	56.50	57.50	57.50	52.50	56.50
Sat 22/12/12	54.50	52.50	52.50		54.50	54.50	57.50		54.50

All prices exclude VAT at the current rate and per person.

34.50 Prices in Bold denote our famous Mixed Group Party nights are open to groups of as few as 10 guests.
34.50 Shaded Prices denote our Exclusive Sole-Use Nights, available to groups of 300+ Guests, who can privately hire the entire venue, (the prices shown are a starting price based booking the venue at full capacity).

* Denotes Sunday Retail Mixed Party Nights. However, all groups are welcome.
 All dates are subject to availability & all details are subject to change.
 All deposits are non refundable upon cancellation.

BEST PARTIES EVER – DATES & PRICES 2012

	Elstree/Watford	Milton Keynes	Cheltenham	Sheffield	Liverpool	Newcastle	Manchester	Edinburgh	
Fri 23/11/12									
Sat 24/11/12									
Sun 25/11/12									
Mon 26/11/12									
Tues 27/11/12									
Weds 28/11/12									
Thurs 29/11/12		39.50							
Fri 30/11/12	39.50	54.50		45.00	49.50	39.50	49.50		
Sat 01/12/12	52.50	54.50		47.50	49.50	45.00	52.50		
Sun 02/12/12	37.50	37.50		34.50	34.50	34.50	37.50		
Mon 03/12/12	34.50	34.50		34.50	34.50	34.50	34.50		
Tues 04/12/12	37.50	37.50		34.50	34.50	37.50	37.50		
Weds 05/12/12	39.50	43.50		37.50	37.50	37.50	39.50		
Thurs 06/12/12	42.50	45.00	41.50	39.50	34.50	39.50	45.00		
Fri 07/12/12	54.50	49.50	54.50	49.50	49.50	49.50	54.50	47.50	
Sat 08/12/12	54.50	52.50	54.50	49.50	49.50	49.50	54.50	49.50	
Sun 09/12/12	37.50	37.50	37.50	34.50	34.50	34.50	39.50	34.50	
Mon 10/12/12	34.50	34.50	34.50	34.50	34.50	34.50	34.50	34.50	
Tues 11/12/12	37.50	37.50	37.50	36.50	36.50	34.50	36.50	36.50	
Weds 12/12/12	39.50	39.50	39.50	39.50	39.50	37.50	45.00	39.50	
Thurs 13/12/12	47.50	39.50	42.50	39.50	44.50	39.50	48.00	39.50	
Fri 14/12/12	56.50	54.50	56.50	52.50	52.50	52.50	57.50	49.50	
Sat 15/12/12	56.50	54.50	56.50	52.50	52.50	52.50	57.50	52.50	
Sun 16/12/12	38.50	39.50	38.50	37.50	37.50	37.50	39.50	37.50	
Mon 17/12/12	34.50	39.50	34.50	37.50	34.50	34.50	39.50	34.50	
Tues 18/12/12	37.580	34.50	37.50	39.50	37.50	36.50	39.50	37.50	
Weds 19/12/12	44.50	46.50	41.50	39.50	39.50	39.50	39.50	39.50	
Thurs 20/12/12	49.50	42.50	44.50	43.50	45.00	42.50	45.00	42.50	
Fri 21/12/12	56.50	54.50	56.50	52.50	52.50	52.50	57.50	49.50	
Sat 22/12/12		54.50	54.50	49.50	52.50	49.50	57.50	52.50	

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FREQUENTLY ASKED QUESTIONS AND ANSWERS**1. What is the dress code?**

Smart Dress – No Jeans or Trainers Please.

2. Will the disco have Strobe lights?

Yes, as some of our venues, the Disco's do have bursts of flashing lights.

3. Can we run a bar tab?

No, unfortunately we are unable to run bar tabs, due to the overall capacity and the number of difference groups at the venue. We do, however, sell Drinks Tokens, and wristbands which can be purchased prior to the event, which you can distribute to your guests.

4. What is a wristband?

All members of the group must purchase a material wristband. On purchase of your group's wristbands, you will receive a confirmation receipt along with vouchers. Once at the venue, these vouchers can be exchanged for a material wristband at the information point. The wristband will be fastened on by a member of staff to ensure they are not tampered with.

The Drinkers wristband will entitle you to unlimited beer, wine, softs, and spirits; this will not include liqueurs, shots, champagne or doubles. The Non-drinker Wristband will entitle you to inclusive softs, all inclusive dodgem tokens and 1 free photograph portrait.

One drink per visit to the bar. During Dinner service your tables will be provided with Maison Des Bretons Red and White wine and Still and Sparkling Water, if you were to finish the allocation, you are entitled to take an empty bottle to the bar to swap for another, this is valid during dinner service only. Wristbands are non-refundable.

5. Can I order wine at my table?

On the night, you need to visit the bar to purchase wine for your table, however, you can pre-order your wine and water before the event, this order needs to be placed and paid for at least two working days in advance.

6. Can I Pre-Order my Drinks?

Yes, you can place your drinks order and pay for this online at www.BestPartiesEver.com This order needs to be placed and paid for at least two working days in advance. When pre-ordering Drinks or Dodgems Tokens, we will dispatch any tokens ordered and paid for 2 weeks in advance. For all orders arriving within 2 weeks of your party date, we will organise the tokens to be ready for collection from the information desk when you arrive at the venue.

7. What is a Drink Token?

This is a token that is purchased before the event and can be exchanged at the bar for one drink i.e. a pint of beer, a spirit & mixer, a glass of wine, an alcopop. Two drinks tokens at Midnight in Monte Carlo can be exchanged for a glass of champagne. There is no change given against a drink token. Left over Drink Tokens can be refunded, but, they must reach us within 14 days from your function. We will refund via cheque by the end of January. Please send these to Best Parties Ever, Units 2-4 Trade City, Avro Way, Brooklands Industrial Park, Weybridge, Surrey, KT13 0YF.

8. What time does the evening start, when do I need to be there by?

Doors open at 7pm with dinner being served at 8.15pm, as long as guests arrive before dinner is served there is no problem with entry after 7pm.

9. Can I leave my car overnight?

You are able to leave your cars overnight provided there is a parking availability (at your own risk) however, we recommend you check when the access will be open again the following day as our sites do close and don't run every night, which could possibly prevent you from picking your car up early.

10. How do I get there?

Every ticket has a map on the back; and Directions can also be found on our website. You will need to have a ticket for entry into the venue.

11. What size are the tables?

We have three different sizes of round tables, we will accommodate your group on the most suitable arrangement, should you would be placed over two or more tables, these will be placed next to one another within the dining area.

FREQUENTLY ASKED QUESTIONS AND ANSWERS CONTINUED**12. What if I don't like the menu?**

The menus are set. However, there are vegetarian and vegan alternatives at each venue and we will try and accommodate any dietary requirements that we are notified of in advance. Due to the scale of our Christmas Parties (up to 1100 guests) it is very difficult to cater for individual tastes and our alternative menu has been devised with a great amount of care to take into consideration **vegetarian, vegan, wheat, gluten and nut allergies** to ensure we are able to cater for special dietary requirements but it is impossible for us to cater for individuals different likes and dislikes. We can cater for **Halal** Meals (these do need to be pre-ordered). We cannot prepare or supply **Kosher** Meals, however, you are welcome to arrange for us to receive a Kosher Meal on the day of your party and we will cook this in our ovens and serve (still in the tray) to your guests at their tables. There is no additional charge for this service; however neither does the guest receive any discount for not having one of our own meals.

13. Will the Coffee be served to the table?

We no longer serve Coffee to your table, as feedback from our parties suggests that after five courses the majority of our guests can't wait to get up and party! However, for those who would enjoy Tea or Coffee there will be a Station which will be open from 10pm - 11pm, for you to visit

14. Do you take credit cards on the evening?

Yes we are able to accept credit card payment for drinks purchases at the bar; We do not accept Amex or Diners.

15. Is there a cloakroom?

There is a free cloakroom available where you are welcome to leave your belongings for the duration of your party, these belongings will be left at your own risk and you will be given a ticket to retrieve your belongings.

16. What is a Marquee?

Our marquees are semi-permanent structures with a spirit-level, carpeted, fully-suspended floor. The Marquee would be unaffected by even a severe storm. (Note: Our venues in Maidstone, FIVE, Cheltenham, Edinburgh and Sheffield, Aintree Racecourse are in permanent buildings, rather than marquees.)

17. What are the toilets like?

We provide in excess of 20 Luxury Mobile Toilets Units within the Marquee structure, which far exceeds the required amount of one toilet per 100 guests. These units are fully carpeted, heated, have a full-time attendant looking after their cleanliness, include full vanity units and even have gold taps and piped music!

18. Are the parties heated?

Yes, we have Multi-Thermostatic Heaters throughout the venue, including cloakrooms, reception areas, toilets etc and these are more than capable of making the marquee really toasty on even the coldest December night.

19. How do we get into the Venue from the Car Park?

The coach/buses/taxis drive on up to the entrance of the venue, from the bus or taxi you will alight straight onto a carpeted wooden walkway, which leads you straight to our lobby and cloakrooms. Your bus will be able to then go and park in the designated coach park and will be able to return and pick you up from the same wooden walkway at the time you arrange or when you call (whichever you pre-arrange with your driver). Please note there is no car parking at our Sheffield and Newcastle venues.

20. Can I bring my own wine?

Yes you are welcome to, however, this must be pre-arranged and delivered to the venue on the afternoon of your party date. We charge corkage for each bottle of wine, which must be pre-paid for with our booking office.

21. Are the venues non-smoking?

Following the governments ban on smoking in public places from July 1st 2007, all of our venues are completely non-smoking. We provide a small, covered but open-sided smoking area available adjacent to each of our venues.

22. Are there photographs taken?

We have photographers at all of our venues, you can purchase and take home your photos on the night. Unfortunately, Photographs will not available to order after your event.

23. Can I pay online?

Yes you can pay your final balance online and pre-order drinks and pay for it via our website www.bestpartiesever.com. Deposits cannot be paid via our website.

24. How do I qualify for half price Dodgem Tokens?

To benefit from the half price dodgems tokens offer, simply order at least one dodgems tokens per guest in your group and you will receive them at half price. You can order more than one per person and they will all be half price. Dodgems Tokens are non-refundable.