



WEDDING RECEPTIONS & PRIVATE FUNCTIONS

Deposit and Payment Terms and Conditions

1. If a minimum number policy has been explained and applied to your date, this is specified below.
2. A provisional booking will be held for 10 days from date of enquiry, after which time a deposit of £500.00 is required to secure your preferred date. If no deposit has been received the provisional booking will be released by the Arena UK.
3. A deposit of £500.00 will be required to confirm your booking.
4. Upon receipt/confirmation of cleared funds of the deposit you will receive written confirmation of your secured date.
5. For an evening buffet a minimum of 85% of Guests attending must be catered for.
6. Final numbers will be required 6 weeks prior to the function date. A pro-forma invoice will then be raised and sent on for full payment. This payment should be received 14 days prior to the event.
7. Once payment of the pro-forma has been received, any subsequent cancellations will not be refunded in any part or form.
8. Arena UK offers a full function catering package, we regret we do not allow the use of outside caterers.
9. The cost of any damage caused by function guests to any areas of Arena UK will be charged to the function client.
10. Arena UK does not accept responsibility for the return or storage of any items hired from an external supplier.

CANCELLATION TERMS & CONDITIONS

1. Upon receipt of the £500.00 deposit you have a 14-day period in which you may cancel the function. Your deposit will be refunded less a £75.00 administration fee.
2. Written notification of a change of date must be given at your earliest convenience but not less than 6 months prior to the event date. All changes of date will incur a £150.00 administration fee if the date is available. Date change requests made less than 6 months prior to original date booked may not be considered.
3. After 14 days, the total deposit of £500.00 paid to Arena UK is not refundable.
4. Cancellation less than 1 month prior to the event, 50% of the food & beverage pro-forma will be charged.
5. Cancellation less than 2 weeks prior to the date, the full invoice will be charged.

Date of Function: Date booking confirmed:

In signing this agreement, you understand fully and are therefore bound by the terms and conditions.

Signed on behalf of Arena UK: Print Name:

Position:.....

Client Signature: Print Name:

Date: