

# The Kingston Theatre Hotel Booking Form



Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Function date: \_\_\_\_\_

Function type: \_\_\_\_\_

Number of guests: \_\_\_\_\_

I enclose a cheque/visa/access/cash for £400 which I understand is a non-refundable or transferable deposit and is confirmation of my booking. I have read and agree with the terms & conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the booking form and return to:

**The Kingston Theatre Hotel Limited,**

1-2 Kingston Square, Kingston upon Hull,  
East Yorkshire, HU2 8DA.

**Telephone:** (01482) **225828** **Fax:** (01482) **587969**

email: [enquiries@kingstontheatrehotel.com](mailto:enquiries@kingstontheatrehotel.com)

[www.kingstontheatrehotel.com](http://www.kingstontheatrehotel.com)

## TERMS AND CONDITIONS

1. All prices include V.A.T.
2. Prices are subject to variation without notice, however every effort will be made to hold the prices as stated on the menus.
3. Provisional bookings can be made by contacting our event co-ordinator; if you wish to confirm a booking, a £400 deposit is required along with the completed form attached (please cut out).
4. In the event of cancellation, The Kingston Theatre Hotel will charge for the loss of revenues as follows:-
  - a) Up to 6 calendar months prior to the event - deposit only.
  - b) Within 6 calendar months of the event 75% of estimated cost of event. The 'estimated' cost of an event will be based on the numbers supplied at time of booking as confirmed on the booking form.
5. We will accept changes in numbers, up until four weeks before your function, after which full charges will be levied on the basis of the final number.
6. The final account is payable 28 days prior to the event.
7. Due to strict food hygiene regulations, food cannot be brought onto the premises and used for any event.
8. Due to strict food hygiene regulations all surplus food remains the property of the hotel and must not be taken off the premises. It is hotel policy to over cater on all functions.
9. Some of our menus may contain nuts, nut oils or seeds. Please advise us on anyone who may have allergies to these or any other products.
10. All function payments made by credit cards will carry a 5% surcharge to cover costs incurred by us from the Credit Card Company.
11. The organiser/addressee is responsible for the conduct of their party. The management has the right to charge for any breakages or damage caused.
12. No confetti allowed on the premises.