



Why not treat yourself to High Tea

£12.95 per person

Finger Sandwiches

Cucumber, Salmon, Egg Mayonnaise

A selection of Cakes

Scones, Victoria Sponge, Fruit Cake

Served with an unlimited refill of selected Teas & Coffees

Champagne High Tea

£17.95

All of the above with a glass of chilled Piper Heidsieck Champagne

Booking Form for High Tea

Total number of diners	
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Please tick the type of High Tea you require:

High Tea £12.95 pp	Champagne High Tea £17.95pp
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Contact Name:	
Company Name:	
Date of Function:	
Time of Function:	
Address:	
Postcode:	
Telephone Number:	
Email address:	

A deposit of £5.00 per person is required.

I enclose a deposit of £

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which I understand is non-refundable and non-transferable.

Method of Payment (please delete)

Cash ~~or~~ Cheque (**ONE CHEQUE ONLY PLEASE** make payable to **Queen's Hotel** - Thank you) OR

Card Number:																			
Expiry Date:					Start Date: (Maestro) _ _ / _ _					Security Code:									

Exclusive use of one of our Boutique Bars for your party is charged at £40.00 per hour, if you do not choose exclusivity, you will be served in either the lounge, restaurant or public bar at the discretion of the management.

Please can we have exclusive use of a Boutique Bar

Arrival time	
Departure time	
Total Hours	

I HAVE READ AND ACCEPT THE ATTACHED TERMS AND CONDITIONS OF THE ABOVE BOOKING AND UNDERSTAND THAT ALL MONIES ARE NON-REFUNDABLE AND MY BALANCE IS DUE IN FULL ON THE DATE OF MY HIGH TEA.

Signed:	
Date	

Office use only:

Action	By	Date	Action	By	Date
Deposit Received			Distributed		
Numbers Updated			Log on Calendar		

High Tea Terms and Conditions

1. Please confirm your reservation on the booking form provided.
2. To confirm your booking a non-refundable deposit of £5.00 per guest is required within ten days of our receiving your booking form.
3. If you need to alter your arrangements, please notify us in writing.
4. Please make cheques payable to the "Queen's Hotel".
5. ALL BOOKINGS MUST BE SETTLED AS A WHOLE THROUGH THE ORGANISER AND NOT BY THE INDIVIDUALS. ONLY ONE CHEQUE CASH OR CREDIT CARD PAYMENT PER BOOKING WILL BE ACCEPTED.
6. Once completed, please return booking form to: The Events Manager, Queen's Hotel, Clarence Parade, Southsea Hants PO5 3LJ.
7. ALL MONIES ARE NON-REFUNDABLE.
8. Any special diets should be requested and received with the booking form.
9. For private party bookings, minimum numbers will apply and the organiser/company must pay in full for the total numbers booked. Should the total numbers decrease no refunds will be given. The Queen's Hotel reserves the right to add additional guests to the function should the numbers drop below the level agreed.
10. The conduct and behaviour of guests is the responsibility of the organiser. The Queen's Hotel reserves the right to refuse admission.
11. The Hotel shall not be liable for any loss or damage to property of the organiser or their guest as may so occur except within the constraints of the Hotel Proprietors Act 1956.

Signed:	
Date	