

BOOKING FORM

1. Choose your location
2. Choose your event
3. Call us to book on **0845 688 3030** (during office hours)
4. To confirm your reservation, simply fill in this form and send it directly to the address below, together with your £10 deposit for each guest

Contact Name

Organisation

Address

..... Postcode

Telephone (Daytime) (Evening)

Email

Location

Date of Event Name of Event

Number of Adults Number of Children

Special Requirements (e.g. vegetarian meals)

I enclose a non-refundable and non-transferable deposit

Of £/please charge £ to my credit card

Visa / Mastercard / Amex / Diners / Maestro / (delete as appropriate)

Card Number

Expiry Date

Security Number (last 3 digits on reverse of card)

Issue No. (Maestro only)

Amex (four digits on the front of the card)

Cheques should be made payable to: **Casa Mia**

(Individual cheques must have name, address and cheque guarantee card number on reverse side).

Signature Date

4. Please send completed form to - **Casa Mia, Unit 9, Buslingthorpe Green Trading Estate, Leeds LS7 2HG**

TERMS & CONDITIONS

Booking your Christmas and New Year Party could not be easier at Casa Mia. Simply call the reservation line, tell us the date you require, the number of guests and we will do the rest.

- £10.00 per person deposit is required to confirm the bookings, which is non-refundable and non-transferable.
- If you are paying for a large group please send only one cheque.
- Booking cannot be confirmed until a full deposit is received for each guest.
- Balance of payment and menu pre orders are required by 16th November 2009. Deposit and payment of final balance are non-refundable and non-transferable.
- Cheques to be made payable to Casa Mia.
- All cheques must have name, address and cheque guarantee card number on reverse.
- Cheques will only be accepted 3 or more days prior to the event.
- All prices include VAT at the current rate. Should you require a VAT receipt, these will be available on the evening.
- 10% optional service charge will be added to the final bill.
- Bookings not paid in full by the 16th November may be cancelled without notice.
- Casa Mia reserve the right to cancel or amend an event for any reason.