



Christmas party night – booking form

Full name:

Email:

Telephone:

Please tick here if you would like to receive marketing emails regarding Glen Lodge events and offers

Number of guests:

Booked date:

Table/booking name:

(as you would like it to appear on the table plan)

Please return to events@bawburgh.com or Glen Lodge, Marlingford Road, Bawburgh, Norwich, NR9 3LU

Information for you and your guests

Glen Lodge will be open from 6:30pm if you wish to visit us before the seating time to enjoy a drink at our main bar.

Guests will be asked to be seated from 7:30pm, ready for 7:40pm start for food service.

The bar will close and music will come to an end at 12:00am, guests will then have 15 minutes to leave the premises.

The contact name on this form will be responsible for the behaviour and conduct of their guests, including any damages & related costs.

Food or alcohol not purchased on Glen Lodge premises is not permitted and will be confiscated.

If your booked date is either 29/11/2024 or 30/11/2024 live music will be provided by Bill Downs. If your booked date is 6/12/2024,

7/12/2024, 13/12/2024, 14/12/2024, 20/12/2024 or 21/12/2024, live music will be provided by Lee Vann.

Ticket price

£55.00 per person | *includes a £20.00 non-refundable per person deposit to be made at time of booking.*

Menu pre-orders and balance payments

Menu pre-orders are required to be returned to us by 1st November 2024 if possible - if not possible these must be returned at least 4 weeks prior to your booked date. Balance payments are requested at least 4 weeks in advance. Balance payments are non-refundable less than 72 hours before your booked date. Please see below for payment options & overleaf for menu order form.

Payment options

To make a payment by bank transfer, please use the below details and reference the booking name and date as above:

Account name: Glen Lodge Bawburgh Ltd | Account number: 00478180 | Sort code: 20-99-08

Please make any cheques payable to 'GLEN LODGE BAWBURGH LTD'

Card payments can be made over the phone, however cash payments must be made in person to our golf reception. If you are planning to make a payment in cash/in person, please contact us to ensure a member of staff will be available to take the payment for you.

Menu choices

Please complete the menu order form overleaf and return to us by 1st November 2024, or 4 weeks prior to your booked date at the latest.

Our tables seat maximum 12 guests - if your booking contains more than 12 guests and multiple tables have been booked for you, please complete a separate menu order form for each table for how you would like your table plan to be on the night.

Our menus are clearly labelled with a dietary key to show which dishes are suitable or can be adapted to suit - please ensure to include any dietary requirements on the menu order form and ask us if you have any further questions regarding dietary needs.

Each table will be set up on the night with name place cards containing each guest's menu order as per the completed form, we kindly request that all guests sit on their assigned table for food service.

