

Christmas Party

2024

Checklist

	YES	NO
Have you paid your deposit?		
Have you received your receipt and confirmation of the booking?		
Have you booked the accommodation for your party or we can arrange a booking reference and your guests book directly with us?		
Have you informed all members of your party of the date and time of your booking?		
Do you have your travel arrangements sorted?		
Do all your party know the directions to the hotel? There is now a charge for parking onsite for all visitors, unless they are staying overnight with us and have booked their room directly with TLH. There is additional pay and display parking close by at the English Riviera Centre and free street parking in the area.		
Have you checked and informed us of any dietary requirements your party may have?		
Do we know of any requirements of seating arrangements?		
Have you confirmed your final guest numbers and paid your final balance 21 days prior to your party night?		
Have you got your party outfit ready?		



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Payment Checklist

Party Name..... Party Date.....

Name	Phone Number	Deposit Paid	Final Balance Paid



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Party Name..... Party Date.....

Name	Phone Number	Deposit Paid	Final Balance Paid

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Rooming List

Party Name..... Party Date.....

Please send this rooming list one month prior to your party

Name & Address	Deposit Paid	Room Type	Special Requests**

** Let us know about any special requests at the time of booking and we will do our best to help, although we are unable to guarantee that these requests can always be met.

email: events@tlh.co.uk | **01803 400153**

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Party Name..... Party Date.....

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