



5 simple steps to the best Christmas Party.. *ever!*

Step 1 – Payment

- A deposit of £10 per person (£20 for New Year's Eve) must be received within 14 days of making a provisional booking. Please note that from 1st October, a deposit is required at the time of booking.
- The full balance is due 4 weeks before your party night
- A receipt will be sent every time a payment is made.
- Please note that we cannot accept multiple payments – only 1x payment per amount due.
- We are able to accept payment at Trunkwell House so feel free to pop in to settle any outstanding payments, Monday – Friday between 09:00am and 5.30pm. Why not pay for your party in instalments? Provided the deposit has been paid by the due date, you can make regular payments towards your final balance.
- We accept cheques made payable to Trunkwell Leisure Ltd and Visa, Mastercard, Amex & Maestro cards. Please note that cheques cannot be accepted any later than 14 days prior to your party night and there is a 4% processing charge on all credit card payments.
- Any alterations to bookings must come from the organiser.
- We do ask that you inform your party of our terms & conditions, in particular that any monies paid are non-refundable and that tickets are non-redeemable & non-transferable.

Step 2 – Wine Pre-Orders

- Why not have wine waiting for you on your tables? Wine can be pre-ordered from the attached
- Please ensure your order can either be split evenly between your allocated tables or advise us how you wish the wine to be split. If you are unsure of your table allocation, please contact us and we will be happy to advise. If we do not receive a split, we reserve the right to divide your wine pre-order as best we can between your tables.
- Please note that wine pre-orders must be received and paid for no later than 10 days prior to your party night. However, you can still order on the night at the Wine Order Point in the main bar area.
- Champagne pre-orders will be served in ice-buckets – guaranteed!

Step 3 – Accommodation

- Why not stay over and make the most of your party night? Although there is no accommodation on site at Trunkwell House, we are pleased to recommend a number of local hotels with whom we have developed an association.
- Some offer privilege rates for our partygoers so don't forget to mention that you are attending a Christmas Extravaganza at Trunkwell House!

Millennium Madejski Hotel - Reading

★ ★ ★ ★
Madejski Hotel,
Madejski Stadium,
Junction 11 M4,
Reading, RG2 0FL
Tel: 01189 253500

These rooms use natural materials to provide an atmosphere of relaxation, simplicity and space with 250 ensuite bedrooms. 4 miles from Trunkwell House

£70.00 per room - double / twin £55.00 per room - single

Breakfast included. Price on application for New Year's Eve.

www.millenniumhotels.co.uk/millenniumreading

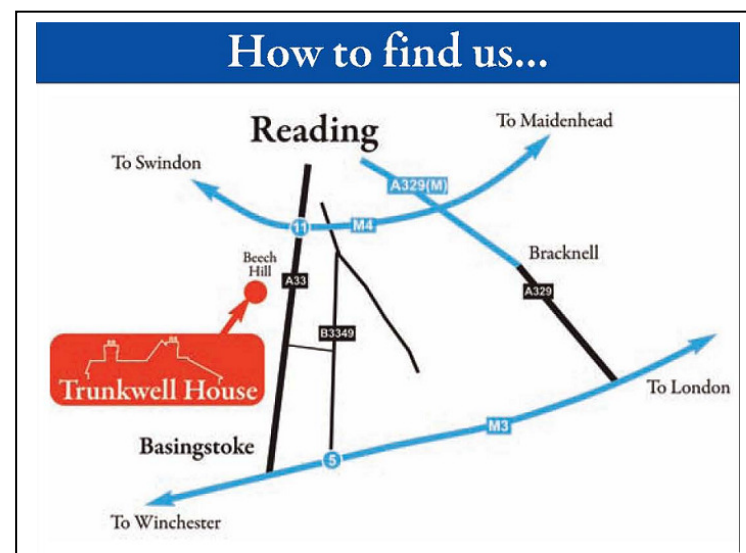
Step 4 – Directions & Transport

From M4

1. Follow M4 Westbound out of London
2. Exit M4 at Junction 11 and take the first exit signposted Basingstoke A33.
3. At first roundabout, take the first exit signposted Three Mile Cross and Spencers Wood.
4. After approx 300 metres you will come to a mini roundabout. Carry on straight on through Spencers Wood.
5. After approx 1.5 miles you will come to a 'Murco' petrol station on the right. Turn right here onto Beech Hill Road.
6. After approx 2 miles you will enter the village of Beech Hill. There is a church on the right. After a further 150 metres you will see a large sign on the right marked 'Trunkwell House and Corporate Leisure'. Turn into the driveway and then bear left at the well. Continue to drive up to the front of the house.

From M3

1. Follow M3 Westbound out of London.
2. Exit at junction 5 and take the third turning on roundabout signposted Hook, Reading B3349.
3. At next roundabout take the second turning signposted Reading B3349.
4. Continue on this road going over two small roundabouts and continue to follow signs for Reading B3349.
5. The road bends and turns but continue along it. After approx 4 miles you will pass a pub on your right called 'The Leather Bottle'. Continue on B3349 until you come to a roundabout.
6. Take the first left signposted A33 after approx 1 miles there is a junction with a large statue of the Duke of Wellington on it.
7. Turn right onto A33 and stay on this road until you come to a roundabout.
8. Take the first turning left at the roundabout signposted Beech Hill.
9. After approx 1 mile you will go over a humpback bridge. Continue for a further 600 metres and take first right to Beech Hill.
10. Continue on this road until you come to a T-junction. At the T-junction there is a pub called 'The Elm Tree' turn right here onto Beech Hill Road.
11. After approx 150 meters you will see a large sign on the right marked 'Trunkwell House and Corporate Leisure'. Turn into the driveway and then bear left at the well. Continue to drive up to the front of the house.



- You will definitely need transport to and from Trunkwell House. We advise guests not to walk for their own safety!
- Listed opposite are details for local transport companies – please note the following when ordering transport: the bar opens at 7pm with guests invited through to dinner at 8pm; the event finishes at 1am for Christmas Parties and 2.00am for New Year's Eve.
- If you do drive and then decide to have a few drinks, please be safe when you leave and take a taxi.

Coach and Minibus Hire
Stewarts of Mortimer – 01189 831231

Taxi Company



Step 5 – On the Night Party Time!

- **Arrive** Doors open at 7pm – we advise guests to arrive no later than 7.45pm. You will be invited through to dinner at 8pm which is served at approximately 8.15pm.

Dress Code Dress to Impress! Gents either black tie or smart (trousers with shirt & tie), ladies smart evening wear. Please inform all your guests that we do not allow trainers, t-shirts, denim or jeans (even designer pairs!). If guests are not dressed appropriately, we reserve the right to refuse admission. For the more adventurous guests among you, we do allow fancy dress why not wear something to complement our theme – perhaps something silver and sparkly!

- **Heating** Our luxury marquee has solid panelled walls and is centrally heated inside - comfortable enough for short sleeve dresses!
- **Cloakroom** There is a free cloakroom where guests can leave their coats. Please note that the cloakroom is unattended so we cannot be held responsible for any loss or damage to items left in the cloakroom.
- **Tables** These are allocated on a first come, first served basis – we feel this is the fairest way. However, please be aware that we take many bookings very early in the year (particularly for weekends!). The majority of tables seat up to 10 guests, but you will be advised at the time of booking the tables allocated to your party. Parties with two or more tables will be adjacent to each other – guaranteed! If your party is less than 8 people, your party could be sharing with other smaller parties. We will do our best to accommodate any special requests – please contact us to discuss. Allocated table numbers will be displayed on the Table Plan in the reception area. Please report to the Event Manager for any further assistance.
- **Drinks** There is the main bar and a Champagne & Cocktail bar! We do not provide table service – please advise your guests accordingly. We do not allow guests to bring their own alcohol on to the premises – under any circumstances! Last orders are at 12.30am, bar closes at 12.45am (or 1.45am for New Year's Eve) . .
- **Disabled Facilities** There are disabled facilities and our staff will be happy to help with any special requirements for disabled guests. We would be grateful if you could kindly notify us in advance to assist when allocating your tables etc.
- **First Aid Facilities** There is 1 professional first aid technician on site throughout the entire evening.
- **Smoking** Smoking is strictly prohibited in all areas of the marquee with the exception of the separate smoking area. We also advise not to leave drinks unattended at any time.
- **Casino** £5 will buy £100 of fun money chips for you to gamble on Roulette, Blackjack or Poker. The croupiers are professionals and will explain how to play and bet. Please note that this is a Charity Fun Casino with all proceeds going to our nominated charity. For this reason, no refunds will be given for unused chips. However, the highest roller on the night will win a prize! If you wish to pre-purchase casino vouchers in advance of your party, please contact us.
- **Photos** Our on-site photographers will be more than happy to take formal (or informal!) photos throughout the evening. Photos will then be available to purchase after dinner or alternatively can be viewed and purchased the next day.

Terms and Conditions of Booking

Trunkwell Leisure Ltd as the organisers of the Marquee Christmas Parties reserve the following rights :

- A provisional booking can be made by phone and this will be reserved in your name for 14 days only. Please note that from October a deposit will be required at the time of booking
- Provisional bookings become valid on receipt of a completed booking form and correct deposit.
- All deposits are non refundable and cannot be transferred against any balance or wine payment.
- The balance of the monies due should be received by us not later than 4 weeks prior to your party date. Non payment of the final balance by the due date will cancel our contract with you.
- **All monies for this event are held in a bonded bank account.**
- Upon receipt of the balance we assume final numbers have been confirmed and tickets will be issued.
- Tickets are non redeemable under any circumstances.
- The Company regrets that it cannot be held responsible for inclement weather affecting your attendance of any function.
- The Company reserves the right to allocate appropriate tables to your party. Wherever possible the Company will attempt to accommodate any special requirements.
- The company does not accept liability and shall not be liable for any cancellation, delay or non-completion of the Event in the following circumstances: As a result of strikes, riots or lockouts affecting any Trades with which Trunkwell Leisure Ltd is concerned. As a result of fire, flood, extreme weather conditions or any other cause beyond its control.
- Trunkwell Leisure Ltd reserves the right to refuse admission and remove from the function any person who in the opinion of the Company is likely to hinder the enjoyment of our other guests. Guests should be 18 years and above. We are only licensed for consumption of alcohol purchased on the premises. Anyone bringing or consuming their own alcohol will be asked to leave along with the rest of their party
- Trunkwell Leisure Ltd accepts all bookings in good faith, but reserves the right to amend all or part of the advertised programme and regret they cannot be held responsible for errors, omissions or cancellations.
- Although every effort is made to keep the menu as stated, it may be necessary from time to time to change an item, due to lack of produce of the highest quality, or other unforeseen circumstances.

Trunkwell Mansion House Booking Form

Ref No:	
---------	--

(will be given when provisional booking is made)

Please complete this form and return with your **DEPOSIT** to our address within 14 days of provisional booking.

Name of Organiser:	Mr / Mrs / Miss		
Position / Department:			
Company or Organisation:			
Company Address:	Correspondence Address: (if different to company address)		
Postcode	Postcode		
Daytime Tel No:	Ext	Evening Tel No:	
Fax No:			
E-mail:	Website:		

I wish to confirm my booking for		(number in party) on	(day)	(date)
I enclose payment of	£	Being the non-refundable deposit of:	Christmas	£10.00 per guest
			New Year's Eve	£20.00 per guest

Method of Payment: Visa Mastercard Maestro Amex Cheque Cheques should be made payable to Trunkwell Leisure Ltd - **One cheque per booking please. Please remember there is a 4% processing charge for credit cards.**

Cardholder's Name:.....

Card Number:

Last 3 digits on signature strip

Expiry Date: / Maestro Only: Issue N°: Valid From: /

Terms and Conditions of Booking

Trunkwell Leisure Ltd as the organisers of the Marquee Christmas Parties reserve the following rights :

- A provisional booking can be made by phone and this will be reserved in your name for 14 days only. Please note from October a deposit will be required at the time of booking.
- Provisional bookings become valid on receipt of a completed booking form and correct deposit.
- All deposits are non refundable and cannot be transferred against any balance or wine payment.
- The balance of the monies due should be received by us not later than 4 weeks prior to your party date. Non payment of the final balance by the due date will cancel our contract with you.
- Upon receipt of the balance we assume final numbers have been confirmed and tickets will be issued.

Tickets are non redeemable under any circumstances.

The Company regrets that it cannot be held responsible for inclement weather affecting your attendance of any function.

The Company reserves the right to allocate appropriate tables to your party. Wherever possible the Company will attempt to accommodate any special requirements.

The Company does not accept liability and shall not be liable for any cancellation, delay or non-completion of the Event in the following circumstances: As a result of strikes, riots or lockouts affecting any Trades with which Trunkwell Leisure Ltd is concerned. As a result of fire, flood, extreme weather conditions or any other cause beyond its control.

Trunkwell Leisure Ltd reserves the right to refuse admission and remove from the function any person who in the opinion of the Company is likely to hinder the enjoyment of our other guests.

We are only licensed for consumption of alcohol purchased on the premises. Anyone bringing or consuming their own alcohol will be asked to leave along with the rest of their party Trunkwell Leisure Ltd accepts all bookings in good faith, but reserves the right to amend all or part of the advertised programme and regret they cannot be held responsible for errors, omissions or cancellations.

Although every effort is made to keep the menu as stated, it may be necessary from time to time to change an item, due to lack of produce of the highest quality, or other unforeseen circumstances.

All monies for this event are held in a bonded bank account

I have read the Terms and Conditions of Booking and agree that my Guests and I will abide by them.

Signed: Date:

Trunkwell House, Beech Hill Road, Reading, RG7 2AT. Telephone: 0800 917 3380 Facsimile: 01189 886475

Email: info@trunkwell.com VAT No: 927 2033 41

TRUNKWELL HOUSE WINE LIST



White Wines

Sams Island Colombard Chardonnay	£15.00
L'Emage Sauvignon	£17.00
L'Emage Chardonnay	£17.00
Pinot Grigio	£19.00

Red Wine Selection

L'Emage Merlot	£16.00
Campo Viejo <i>Rioja</i>	£20.00
<i>McGuigan Shiraz</i>	£22.00

Rosé Wines

Pinot Grigio Blush	£19.00
--------------------	--------

Champagne

Prosecco	£26.00
Vve Pelletier	£45.00
Phillipe Guiddon Brut	£45.00
Phillipe Guiddon Rose	£55.00
Lanson Black Label	£49.00

Water

Strathmore 1Ltr Still Water	£3.90
Strathmore 1Ltr Sparkling Water	£3.90

Wines on invoice are subject to VAT at Prevailing rate.