



KEELE HALL



EVENTS

## SIGNATURE MENU TASTING WITH WINE FLIGHT

# TERMS & CONDITIONS

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1. Deposits are non-refundable and non-transferable.
  2. A member of the team will be in touch 4 weeks prior to the evening to finalise your numbers and special diets. We will then send a payment request and the remaining balance is required 3 weeks before.
  3. Should you need to amend your guest numbers, we request you contact us by phone or email to make the amendment. Please note any increase in numbers, is subject to availability.
  4. Please note we are happy to accommodate guests with special dietary requirements and request you advise us a minimum of 7 days prior to the evening.
  5. It may be, from time to time, that menu items are unavailable from our supplier. Should this be the case, we reserve the right to substitute any menu items due to circumstances beyond our control.
  6. Should you need to cancel your booking, you must notify us in writing. We reserve the right to retain any payments that have been made to your booking.
  7. We have the right to alter or cancel any booking for any reason at our discretion. If this happens, we will issue your party with a full refund.
  8. We will always request permission to market to you about our Special Events. If you would like to be added to our special events database, please email: [commercial.specialevents@keele.ac.uk](mailto:commercial.specialevents@keele.ac.uk)
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