

# Booking Form

All bookings will be held for 5 working days only. A signed booking form must be returned to the hotel within 5 working days accompanied by a non-refundable deposit of £15.00 per person. Any booking unconfirmed after 5 days will be cancelled. All deposits are non-transferable and non-refundable. A confirmation letter with pre-order menu sheets will be sent out week commencing 18th October 2009 and must be returned 14 days prior to your booking. Final Balance for all pre-ordered food and beverage must be paid 4 weeks prior to the date of the booking. Failure to make payment by this date will result in your booking being cancelled. There will be no refunds/transfers on any final balances paid. Numbers may increase up to 48 hours prior to date of booking, subject to availability, with full payment due at that time. No shows on the day of the booking will result in the full deposit being kept with no exceptions. No correspondence will be entered into. Ten Square operates a strict dress code and diners are advised to adhere to that policy as no refunds will be made if entry is refused. We do not allow trainers, sports tops or exposed tattoos. No children are permitted in the bar after 7pm nor in the restaurants after 8.30pm.

Please return all completed forms to the Christmas Co-ordinator, Ten Square Hotel, 10 Donegall Square South, Belfast BT1 5JD

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please indicate which restaurant you wish to book by ticking the relevant box:

## Porcelain Events Suite

Lunch at £25.00 per person

1200 – Arrival  
*(Bar available in Porcelain Events Suite)*  
1300 – Lunch will be Served  
1700 - Finish

## Porcelain Events Suite

Dinner at £48.00 per person  
*(inclusive 4 x Bots House Wine per table of 10 people)*  
& Live Band

1900 – Arrival  
*(Bar available in Porcelain Events Suite)*  
2000 – Dinner will be Served  
2230 - Band will commence  
0100 - Bar closes

## Grill Room

Lunch at £23.00 per person  
*Lunch sittings commence at 1200*

Dinner at £29.00 per person  
*All bookings will have 2 hours at the table, please arrive promptly*

Deposit Paid  Date

Number of People in Party  Number of children under 18

Date of Christmas Booking  Time of Christmas Booking

Special Dietary Requirements

Extend your evening and stay over in one of our superior bedrooms, visit our website at [www.tensquare.co.uk](http://www.tensquare.co.uk).  
Bedrooms from £85.00 B&B per room per night (Subject to Availability)

A 10% discretionary service charge will be added to parties of six or more.