



## Preliminary Booking Form

Date of Function: \_\_\_\_\_

Name of Party Organiser: \_\_\_\_\_

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

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

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Numbers Attending: \_\_\_\_\_

Payment Enclosed of: \_\_\_\_\_

Requests: \_\_\_\_\_

Signed: \_\_\_\_\_

Please return to: The Glassblowing House  
20 Sutton Harbour  
Barbican  
Plymouth  
PL1 2LS

Or via Fax<sup>1</sup>: 01752 830627

Or via Email<sup>1</sup>: [info@glassblowinghouse.co.uk](mailto:info@glassblowinghouse.co.uk)

<sup>1</sup> Please note if faxing or emailing your requirements then you will be contacted to make a payment over the telephone.

<sup>2</sup> It is a restaurant policy that tables over 6 will be expected to pay a £5 deposit per person in order to secure their table.

<sup>3</sup> It is a restaurant policy to add a completely discretionary 10% service charge onto tables of 12 or over only.

<sup>4</sup> Tables over 10 will require a pre order. Tables over 16 will need to choose off a special set menu; we also require you to state how much you would prefer to pay and the number of courses you would desire.

<sup>5</sup> Please note that all requests are noted and everything possible will be done to ensure that requests are met

<sup>6</sup> By entering the Glassblowing House you are consenting to have your photograph taken this photo may then be published for promotional purposes.