



# *The Roundabout Hotel*

**Wallington Shore Road, Fareham  
Hampshire, PO16 8SB**

**Tel: Fareham +44 (1329) 822542**

**Fax: Fareham +44 (1329) 234533**

**e-mail: [rhotel@aol.com](mailto:rhotel@aol.com)**

VAT No. 108 7731 64

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## **Deposits and Refunds Policy for Christmas Parties/Christmas Day/New Year's Eve**

In order to ensure your booking is guaranteed, we ask you to adhere to the payment schedule outlined below:

- At the time of confirming your booking, a 50% payment would be required to secure the date and guarantee your booking as a non-refundable deposit.
- 10 days before the date of your booking, the remaining balance would need to be settled.

If you would like to add to your numbers within 10 days of your booking, it will be charged at the same rate as you are currently paying (subject to availability). If you would like to lower your numbers after this time up until the day before the event, you will receive 25% refund per head.

Any numbers cancelled on the day or 'no shows' will not be eligible for a refund and the funds cannot be offset against other expenditure (such as drinks, etc).

All payments apart from those outlined above are non-refundable.

Should the balance not be paid within 10 days of your booking, the booking is no longer secure and you would risk losing your deposit and booking.