

Whisky Event Order Form

Please fully complete and return via the following options:

Email: b.hutcheson@hutcheson-whisky.co.uk

Post: Hutcheson's Whisky Shop
2 Westbrook Walk
Alton
Hampshire
GU34 1HZ

Or Fax: 01420 88237

All queries should be directed to Bill Hutcheson - Tel.: 01420 88327

	Name	Telephone	e-mail
Key Contact Name (Organiser)			

Location & Numbers

Venue	
Required Event Date	
Venue Address	
Post Code	
Number of attendees <small>This will be the number invoiced.</small>	

Tasting / Event Package (Indicate the required event)

Bronze Tasting Package	Fully detailed information sheet available on request or via the web site
Silver Tasting Package	Fully detailed information sheet available on request or via the web site
Gold Tasting Package	Fully detailed information sheet available on request or via the web site
Bespoke Tasting	Provide an outline of requirements
Whisky Talk	Provide an outline of requirements

Name		Signature	
Date			

Terms & Conditions

Booking

- Numbers: Shop Tastings = Min. 15 persons; Max. 30 persons. External venues = Min. 20 persons; Max. Subject to venue limitations.
- A 50% deposit is required at the time of booking to secure date.
- Date confirmation is required at least 30 days prior to agreed event date
- Full payment is required for the pre-agreed number of attendees to an event.
- Additional attendees to pre-agreed numbers will be charged accordingly and must be notified at least 2 working days prior to event date to ensure sufficient stock.
- Changes to an agreed event date may attract an additional charge depending upon any adverse cost implications. e.g.: Change of venue etc.

Cancellation

- Deposits are non-refundable within 30 days of event date.
- Any non-redeemable expenses incurred by Hutcheson Whisky Events Ltd. will be invoiced to the customer for payment. E.g.: Ticketed travel

Expenses

- Travel expenses are charge for events exceeding 25 miles from Alton, Hampshire
- Mileage is charged at 42p per mile and measured using AA Route Planner.
- Rail and Air travel is charged at ticket face value and represented on the invoice
- London congestion charge is billed at the published rate.