

CHRISTMAS PARTY INFORMATION 2025

PROVISIONAL BOOKING

An email will reserve your preferred date for 5 days

DEPOSIT

A deposit of £250+ VAT (£300 in total) will secure your booking for a further 14 days.

PART PAYMENT

£1000 +VAT (£1200) will be due one month after the deposit

FULL PAYMENT

The balance will be due one month prior to the event

FOOD CHOICES

We would like your guests' choices as soon as possible, but please, no later than 14 days prior to your event.

WAYS TO PAY

* We are able to accept payment at Beechdown Reception so feel free to pop in to settle any outstanding payments, Monday – Friday between 09:00am and 7:00pm We accept Visa, Mastercard and Maestro cards

* BACS payments – Account Name: CROCODILE LEISURE BEECHDOWN Sort Code: 60-02-49, Account Number: 80379516.

ALTERATIONS

Any alterations to bookings must come in writing from the organiser

DRINK PRE-ORDERS

Wine and drink can be pre-ordered. Our Event Organiser will contact you with details

ON ARRIVAL

From 6.15pm our waiting staff will serve Prosecco and canapés as your guests arrive

ACCOMMODATION

No overnight accommodation is available at Beechdown, but there are many local hotels that are only a short taxi ride away

PARKING

Our free onsite parking is offered on a first come first served basis. Coaches are strictly drop off only

ADDRESS

Beechdown address: Beechdown Meetings & Events, Winchester Road, Basingstoke, Hampshire, RG22 4ES

TIMETABLE FOR THE EVENING

Doors open at 6.15pm and we advise guests to arrive no later than 7.10pm. You will be invited through to dinner from 7.15pm and dinner will be served shortly afterwards

Last orders at the bar are 11:45pm and the bar closes at 12.00am

Carriages no later than 12.30am

CLOAKROOM

Free cloakroom on arrival open from 6.15pm. Beechdown Meetings & Events cannot be held responsible for any loss or damage to items left in the cloakroom

BAR SERVICE

There is a fully stocked bar in the main room. Red, white and rose wines are available together with prosecco and a limited amount of champagne. Please pre-order to ensure what your party needs will be available.

Note: We do not provide table service.

Only alcohol purchased at Beechdown can be consumed on the premises. Anyone found with their own alcohol may be asked to leave

PAYING FOR YOUR DRINKS

By prior arrangement you can offer your guests free drinks for part or all the evening. We take most credit cards, apart from Amex and Diners. We do not take cash on the night

SMOKING AND VAPING

Vaping and smoking are strictly prohibited in all indoor areas. There is a smoking shelter in the car park

DISABLED FACILITIES

The part accommodation is on the first floor. We have a stair lift for those who are unable to get up the stairs. If you do require this please make us aware so we can ensure that a member of staff is available to assist you on arrival and departure. A disabled toilet is available

