



**Square 1 Restaurant, 15 High Street, Great Dunmow, Essex, CM6 1AB**  
**[www.square1restaurant.co.uk](http://www.square1restaurant.co.uk)**

Dear Customer

Thankyou for booking your party with us, we will ensure your Christmas party goes with a swing!

To help us make sure your party runs as smoothly as possible, please find enclosed a copy of our Christmas menu. Please could you ask your group to pre-order their meal using the pre-order form enclosed and also list any special dietary requirements. We do appreciate that as the organiser, this can be hard work, but it would help us immensely. Copies of the menus can be found on our website at [www.square1restaurant.co.uk](http://www.square1restaurant.co.uk).

We would kindly ask you to collect a £10 deposit from each member of your party, please send this to us **no later than 2 weeks after the date that you made your booking**. Your pre-order form should be returned to us no later than 1 week before your party.

Deposits will be deducted from your final bill on the day of your party – however, if a member of your party does not show and we are not notified **3 days prior** to your party, the deposit for that person will be **non-refundable**, whatever the reason for their absence. This is our company policy and it is strictly adhered to.

If you wish to pre-order any wine for your party, please pop in and speak to a member of staff, alternatively, call us on **01371 859922** with any other queries.

You can also email you pre-orders to **[info@square1restaurant.co.uk](mailto:info@square1restaurant.co.uk)**, please state your booking date, name and telephone number on the email.

Thank you very much and we look forward to hearing from you soon.

All the best

Kerry Hurst  
Restaurant Manager

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Return Checklist:

- Pre order form
- Deposit (£10 per person)