

CAMPUS CLUB OF WELWYN GARDEN CITY

RULES FOR THE BOOKING OF LUNCH – issue 6- Mar 2022

To keep the cost of lunches down the club needs to give the hotel a firm order for meals on the Monday before the lunch so that they can plan the meal so there is no wastage of food. There is therefore a need for some clear rules on the booking of meals, which must be followed.

1. There is a Lunch Secretary whose job it is to handle lunch bookings on a per month basis. Bookings must be both booked and paid for in advance on the Club website campusclubwgc.org.uk . Once on the website click on the button labelled 'Diary, Lunch Dates, Menus'. For each lunch the Lunch Secretary will collate the bookings together with any Options chosen and pass this information on to the hotel.
2. The lunch secretary can be contacted by email lunch@campusclubwgc.org.uk or by phone on 07554 271835. On the occasions when the Lunch Secretary is away his deputy can be contacted at the same email address.
3. **All lunch cancellations must be made before 12 noon on the Monday preceding the lunch.** Lunch cancellations by voice mail or email will be acknowledged. If you do not receive a response within 24hours, please try again preferably by a different media. Cancelling later than this means the member will not receive a refund unless, the Lunch Secretary can either substitute someone else before the lunch date or decide that there are extenuating circumstances e.g., serious illness.
4. Meal options may be ordered at the time of booking, fish in place of the main course or cheese instead of the sweet. Members who have booked options should take a card from the checking-in table indicating their choice (Fish or Cheese) and display it at their lunch place. Members cannot, on the day, change their minds about what they have ordered. Eg deciding that they prefer the fish instead of the main course or cheese instead of the sweet course or vice versa. The lunches are booked on the Monday for the Thursday and the hotel cannot be expected to accommodate such changes on the day.
5. When members arrive for their lunch, they can reserve their place at a table by putting down a business card or similar. Places should only be reserved for members who have already arrived for the lunch since, in the past, reserving of places for members who subsequently did not arrive has caused problems because other members who are present have been unable to find unreserved places.