

MEETINGS TERMS & CONDITIONS

Contents	Page
1. Booking Your Event .....	2
2. Payment Terms .....	2
3. Deposits .....	2
4. Cancellation .....	2

## MEETINGS TERMS & CONDITIONS

### 1. Booking Your Event

All bookings require an address, full contact details and a non-refundable deposit to secure the booking. The number of guests, together with the full programme and dietary requirements must reach the hotel at least two weeks before the event.

Accounts will be due for payment in advance unless otherwise agreed in writing at the time of booking.

### 2. Payment Terms

Your final numbers will be the amount that you are invoiced for unless there is a written agreement with the hotel stating otherwise. Similarly, if the number of guests increases you will be charged accordingly for the difference. If the number of guests decreases after submitting your final numbers, you will not be refunded the difference. A non-refundable deposit is due at the time of booking along with a valid card stored securely onto your booking.

Full and final payment is due no later than two weeks before the meeting and any additional charges added to the meeting must be paid no later than on the day of the function. If you require a proforma then you must request this in writing to your event manager allowing ten days notice. Any VAT invoices can be produced on the day of, or after, the function.

Cheques and BACS payments must be made in good time for clearing (allow up to 14 days) and will not be accepted on departure under any circumstances. All BACS payments must be appropriately referenced to which the event manager or accounts team can advise of the reference. Any unreferenced payments may lead to a delay in payment to your account. Any credit facility accounts must not have their current account in arrears and must have the balance of the meeting settled within thirty days of the event.

### 3. Deposits

To secure your booking a non-refundable deposit to the value of the room hire is due on booking. Please note that in the event of a cancellation, this deposit is non-refundable and non-transferable.

### 4. Cancellation

Any cancellation, postponement or significant changes in arrangements must be confirmed in writing.

- If the cancellation of the event occurs within one week of the meeting, the client shall be liable for 100% of the final cost of the function.
- If the cancellation of the event occurs within two weeks of the meeting, the client shall be liable for 60% of the final cost of the function.
- If the cancellation of the event occurs one month or more before the event, the client will only lose the non-refundable deposit.

Significant changes to contracted numbers and facilities will be treated in the same way as a cancellation regarding your liability; event insurance is strongly recommended. We reserve the right to change the room(s) reserved to a smaller room(s) if numbers decrease.