

TERMS OF BUSINESS

Conference, Meetings & Block Bedroom Bookings

1. a. A booking will not constitute a legal contract until it has been confirmed in writing on company headed paper by both the Client and the Hotel and any deposit requested by the Hotel has been made and a receipt sent to the Client. Thus, unconfirmed bookings are not guaranteed.
- b. Where a Conference/Meeting/Bedrooms has been booked on behalf of a Client by a Booking Agent and confirmed to the Hotel in writing on their behalf this constitutes a contract and the Client is liable for cancellation charges as set out in clause 6.
2. Any reduction in the original numbers booked for a Conference the Hotel reserves the right to relocate the conference room to suit the final numbers confirmed.
3. Reduction in Event Numbers and Bedrooms Accommodation:
 - a. Where the duration of the event is reduced and/or an element is cancelled refer to clause 6.
 - b. A reduction in bedrooms will be allowed as follows:
 - 12-6 months prior to arrival 5% reduction on amount booked.
 - 6-3 months prior to arrival 5% reduction on adjusted figures.
 - 3-1 month prior to arrival 5% reduction on adjusted figures.
 - (reductions cannot be carried over or aggregated)
4. Rooming lists are required 2 weeks in advance.
5. Non-arrivals will be charged in full, unless the Hotel is able to re-sell.

6. Cancellation Charges:

By the Hotel: The Hotel reserves the right to cancel the booking or reservations if:

- The Client fails to adhere to the terms and conditions of this contract.
- There has been a significant change to the original booking.
- The event might prejudice the reputation of the Hotel.
- If the Hotel, or part of it is closed or damaged due to circumstances beyond its control.

By the Client: This clause applies when a Client:

- Cancels the entire booking.
- Cancels an element of the Event.
- Reduces the number of attendees below the adjusted amount as per 3.b.
- Reduces the duration of the event as per 3.a.

Time of Cancellation:

In excess of 6 months prior to event	30%
6-2 months prior to event	60%
2 months-2 weeks prior to event	90%
2 weeks or less	100%

This applies to the whole booking or a substantial part of the booking.

Every attempt will be made to let any cancelled meeting room or bedroom accommodation and if re-sold no charges will be incurred.

All prices are subject to Government changes on taxation, even if the booking is confirmed in writing.

7. **In order to ensure the best practicable conference room security, the room key will be signed out to the course tutor for the duration of the conference.**
No delegate will be admitted to the room by Hotel staff. All requests for admission will be referred to the course tutor.
All delegates must be made aware by you of the need to provide insurance cover for their property, in particular valuable items such as laptop computers, mobile phones etc. The Hotel does not accept liability in any way for any items left unattended in the Hotel.