

TERMS & CONDITIONS

Beales Hotels advises that business with Beales Hotels is carried out on the basis of our Terms & Conditions.

1. **Confirmation** - Written confirmation is required within 7 days of original verbal booking with a best estimate of numbers. The Hotel reserves the right to cancel a booking if written confirmation is not received after 7 days.

2. **Numbers** - Once a booking is confirmed, the number of people confirmed 3 working days in advance will be the minimum number of guests charged for.

3. **Cancellation** - In the event of cancellation there will be a charge of: -

- a) 3-6 months' notice - 30% of estimated total projected revenue;
- b) more than 1 month & less than 3 months' notice - 60% of estimated total projected revenue;
- c) less than 1 months' notice - 90% of estimated total projected revenue;
- d) less than 48 hours - 100% of estimated total projected revenue.

4. **Accommodation Cancellation Policy** - All bedroom bookings, 4 rooms or less, can be cancelled 2pm the day prior to arrival without charge. All non-arrivals or early departures will be charged one night's accommodation.

5. **Group Booking Accommodation Policy** - All group accommodation, 5 rooms & above, must be confirmed in writing within 7 days of booking & a full list of guests names & account details received 14 days prior to arrival. Once confirmed, the following cancellation policy will apply or be subject to 100% of the accommodation cost:

- a) 5- 8 Rooms can be cancelled 7 days Prior to arrival
- b) 9-14 Rooms can be cancelled 21 days Prior to arrival
- c) 15 + Rooms can be cancelled 42 days prior to arrival

6. **Finishing Times** - Meetings/Events must finish at the time agreed when booking as an extension of time may not be possible.

7. **Postponements** - Any postponement of a confirmed booking is deemed to be treated as a cancellation.

8. **Price Variation** - Beales Hotels reserve the right to increase prices in the event of circumstances beyond its control, e.g. increases in VAT.

9. **Agents** - Should a client's contract with Beales Hotels be through an agent, the agent acts for the client & it is the client's responsibility for the payment of Beales Hotel's account.

10. **Deposits** - Beales Hotels request the following non-refundable deposit at the time of booking: -

- a) £250 for a Company or Club booking;
- b) £500 for a Wedding or Private Party;

The full amount of the estimated total cost is requested 4 weeks in advance for all functions. This is not refundable in the event of cancellation.

- c) £2500 for an event with kosher or external catering (Only at Beales Hotel)

Accommodation deposits are non-refundable but can be held against a future booking. If written confirmation or a credit card number is not received by 2 pm on the day prior to arrival, then the booking will be released.

11. **Payment** - Where credit facilities have been granted by Beales Hotels, final payment of the balance of the charges due for the meeting/event must be paid by the client within 30 days of the date of the invoice. Cheques are to be made payable to Beales Hotel. Otherwise payment is required on departure. The Company reserves the right to charge interest on any overdue sums, on a daily basis, until payment is received, at a rate of 8% per annum. Interest shall become due & payable notwithstanding the fact that a portion of it can be subject to any dispute or query.

12. **Signage** - No signage is permitted in 'public' areas of the hotel, outside the hotel, or on adjoining roads. Signage is only permitted within your conference rooms.

13. **Room Assignments** - Event rooms are assigned according to available space at time of booking. The Hotel reserves the right to transfer an event to a more appropriate room without prior notice.

14. **Damage** - Clients are responsible to Beales Hotels for any damage caused by the clients, their guests, agents or employees.

14a - **Damage Bond** - We reserve the right to request a refundable £500 bond for any events where the majority of the attendees are below thirty years of age. This includes but is not exclusive to University Events, Sports Clubs, Birthday Parties, Graduation Events & Social Clubs/Groups. The bond will be as a guarantee against damages and shall be paid back in full if there are no damages as a result of the event. In the event of any damages we shall inform you in writing of the damage caused.

15. **Equipment & property** - Clients' own equipment & property is brought in to Beales Hotels at their own risk & Beales Hotels accept no liability for loss or damage. The hotel cannot accept wedding gifts for safe keeping.

16. **Activities** - Clients using Activity Agents for any indoor or outdoor activities at Beales Hotels premises must supply written confirmation of the following prior to the event taking place: -

- a) A Public & Product Liability Insurance cover in force;
- b) Limit of Indemnity to be stated (minimum required £5,000,000);
- c) Employer's Liability Insurance cover in force, as required by statute, minimum £5,000,000 any one occurrence;
- d) Name of Insurance Company/ies;
- e) Policy numbers & Dates of Expiry.

17. **Parking** - We have a number of complimentary spaces at both hotels which are available on a first come, first served basis.

18. **Force Majeure** - If Beales Hotels is prevented or hindered from hosting the event or providing any facility booked by the Client due to circumstances beyond its control, e.g. Government intervention, acts of God, civil disturbance, war, national or local disaster, strikes, labour disputes, then the liability of Beales Hotels to the Client shall not exceed the amount paid by the Client to Beales Hotels in respect of the event.

19. **Contract** - When a booking is confirmed in writing, or with a credit card number, a contract is deemed to exist. This contract shall be governed in all respects by English Law. It can only be modified by a supplementary written contract. Where a contract has been signed by a prospective bride & groom they are both jointly & severally responsible for payment of invoices & any cancellation charges.

I agree to the Terms and Conditions specified above:

Client/ Signed: Print Name: On behalf of:

Dated: Event Date:

On Behalf of West Lodge Park:

Signed: Position: Print Name: Dated: