

## Conference Bookings Terms And Conditions

All conferences booked at the hotel by the client shall be subject to the following:

**1. NUMBERS ATTENDING**

- i) The client shall give details of final numbers attending the meeting when requested by the hotel and in any case, not less than 7 days before the date of the booked conference.
- ii) The acceptance of any increase over the previously advised numbers will be held at the Hotel's discretion.
- iii) The hotel reserves the right to charge in full for any decrease in numbers from the final numbers given, and/or hotel bedrooms booked in conjunction with the conference. In any case the minimum chargeable numbers are shown below.
- iii) The hotel reserves the right to include minimum number of participants for each of its conference rooms.

**2. Cancellation By The Client**

If the client cancels a reservation less than 3 months in advance, the hotel reserves the right to claim the following sums for both the meeting and any associated bedrooms:

- i) Cancellation between 2 - 3 months in advance - 30% of the total charges.
- ii) Cancellation between 1 - 2 months in advance - 50% of the total charges.
- iii) Cancellation between 15 - 30 days in advance - 75% of the total charges.
- iv) Cancellation between 14 - 7 days in advance - 90% of the total charges.
- v) Cancellation less than 7 days in advance - 100% of the total charges.

**3. Cancellation By The Hotel**

The hotel may cancel the booking under the following circumstances:

- i) If the hotel or any part of it is closed due to circumstances outside of its control.
- ii) If the client becomes insolvent or enters into liquidation or receivership.
- iii) If the client is more than 30 days in arrears with any payment with the hotel.
- iv) If it might prejudice the reputation of or cause damage to the hotel. In such an event the hotel will refund any advance payment made but will have no further liability to the client.

**4. Charges**

- i) Account facilities will only be granted to those companies or individuals which have established credit facilities in advance.
- ii) The client agrees to pay all the hotel charges on the due dates failing which, interest will be charged at 5% monthly, as per the contract term.
- iii) Account facilities will only be granted to those companies or individuals which have established credit facilities in advance.
- iv) If there are any queries on any part of an invoice, the client will pay the undisputed balance of the sum owing on the date.
- v) The company reserves the right to withdraw credit facilities at any time without notice.

**Company Name** .....  
**Bookers Name** .....  
**Bookers Position** .....  
**Date of Conference/Event** .....  
**Number of Attendees** .....  
**Signature** .....  
**Date** .....

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