

# Cavendish Hotel

*Set in the heart of the Peak District*

## Conference Facilities 2017

### Daily Delegate Rate

*Minimum numbers 8 delegates*

£49.00 per person includes  
Tea, coffee & biscuits on arrival  
Morning coffee and biscuits  
Buffet lunch  
Afternoon tea and cake  
Room Hire  
Flip chart

### 24-Hour Delegate Rate

*Minimum numbers 8 delegates*

£215.00 per person includes  
Tea, coffee & biscuits on arrival  
Room hire  
Flip chart  
Single en suite accommodation  
Country breakfast  
Morning Coffee  
Buffet lunch  
Afternoon tea and cake  
3-course dinner

### Room Hire

Boardroom / Private Dining Room      £75.00 Half day - £120.00 Full day

Boardroom / Private Dining Room      £15.00 per hour

#### Maximum capacities

##### Private Dining Room

Boardroom style-10  
Theatre style 15

##### Boardroom

Boardroom style- 18  
Theatre style 20

### Equipment hire available and break-down of additional charges

Lap top computer	£110.00 per day
Data Projector	£90.00 per day
Tea or coffee with biscuits	£4.84 per person
Working lunch of soup & sandwiches	£13.00 per person
Finger buffets ( <i>please refer to menu information</i> )	£24.50 to £32.00 per person

### Numbers and Policy

The final number of guests attending must reach us seven working days prior to arrival allowing a maximum reduction of 10% in the numbers originally booked and confirmed. Accounts for the whole event must be settled on departure unless credit facilities have been previously arranged. Should you need to cancel your booking and we are able to re-let the space to a comparable function no cancellation charges will be levied. However if we are unable to do so we then reserve the right to charge as stated below. Re-booking within 30 days will waive the estimated charge.

One month prior to arrival – 50% of anticipated revenue  
Two weeks prior to arrival – 75% of anticipated revenue  
One week prior to arrival – 100% of anticipated revenue

Please refer to the full Terms and Conditions included with this information

All prices are inclusive of VAT.

A 5% service levy is added to all accounts for distribution directly to staff

Baslow, Derbyshire  
Tel: 01246 582311  
Fax: 01246 582312

EMAIL: [info@cavendish-hotel.net](mailto:info@cavendish-hotel.net) WEBSITE: [www.cavendish-hotel.net](http://www.cavendish-hotel.net)

# Cavendish Hotel

Fax no: 01246 582312

## Conference Booking Enquiry Form

Company Name: .....

Contact Name: .....

Address: .....

.....

.....

Telephone Number: ..... Fax No: .....

Arrival date & time: .....

Departure date & time:.....

Accommodation required: .....

Number of delegates: .....

Room Layout: .....

Equipment Required: .....

Menu Choice:.....

### Refreshment Times

Morning Coffee:..... Afternoon tea.....

Lunch ..... Dinner.....

Any special requirements:.....

Rate: .....

Account Instructions: .....

For the account to be forwarded to your office for subsequent payment, we are prepared to do this if you are a Public Limited Company and the instruction is confirmed in writing on a company letterhead. For any other company we require the full address of its registered office, the names of its principal directors, date of incorporation and the approximate annual turnover.

## TERMS AND CONDITIONS OF BOOKING

**PROVISIONAL BOOKINGS** – We will hold a booking not secured by a deposit for 7 days. Should a deposit to confirm the booking **not** be received after this time, we will release the booking and offer the date to other enquirers.

**DEPOSITS** – To confirm your booking we require a minimum deposit of £500 irrespective of numbers, together with written confirmation. Please note that this deposit is non-refundable whatever the circumstances arising from any subsequent cancellation. We will issue a receipt together with confirmation of details of the booking at that stage. You will be asked to sign a copy of these terms and conditions to indicate your acceptance of same.

**NUMBERS** – the basis of the numbers attending the function are deemed to be those referred to when confirming the event with your deposit ('the minimum number') A reduction in 'the minimum numbers' of up to no more than 10% of those originally booked will be acceptable up to 4 weeks prior to the event taking place. Any reduction of the 'minimum number' within 4 weeks of the function taking place will result in the original 'minimum number' being charged. Final numbers should be advised no less than seven days prior to the event.

**PRICES** – The price charged for facilities or services will be those indicated on the confirmation of the booking from us to you following receipt of deposit. Prices within the Special Occasions literature have a guarantee date; for events beyond this date, we will be happy to supply a written quotation. A 5% service levy is added to all accounts for distribution directly to staff.

**FINAL PAYMENT**- 90% of the full value of the event will be required 1 month prior to the date of the event. The balance will be required on confirmation of final numbers seven days prior.

**CANCELLATION** – The deposit paid to confirm the booking is non refundable, irrespective of the circumstances leading to cancellation. Further to this, should cancellation of the event take place, a cancellation charge based on the value of the pre-booked business, will be levied on the following scale:

Less than 4 weeks prior to the event	:	100% of the value of the booking.
Between 4 and 12 weeks prior to the event	:	75% of the value of the booking.
Between 12 and 26 weeks prior to the event	:	50% of the value of the booking.

The value of the deposit will be deducted from any cancellation fee levied. Re-booking the event within 30 days will waive the cancellation fee.

**CORKAGE** – We regret that no wines or spirits may be brought into the hotel.

**CANCELLATION BY THE HOTEL** – The Hotel may cancel the booking at any time without obligation to you in any of the following circumstances-

If the Hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the Hotel's control.

If you become bankrupt or insolvent or enter into liquidation.

If you are more than 30 days in arrears with payment to the Hotel for previously supplied services. If the event may, in the opinion of the Hotel Management, prejudice the reputation of the Hotel.

Kindly complete the details below and return to indicate your acceptance of these terms and conditions:

Name..... Function date.....

Signature.....Date.....