



THE CAVENDISH HOTEL

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 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.



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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.....