



DANESFIELD HOUSE

HOTEL AND SPA

WEDDING CEREMONY/ RECEPTION & PRIVATE PARTY TERMS & CONDITIONS

CONFIRMATION

All bookings are held provisionally until confirmed in writing. **Once confirmed in writing, the following Terms and Conditions are applicable:**

DEPOSITS

Cheques should be made payable to ***Danesfield House Hotel Ltd***

- ◆ Upon confirmation an initial £500.00 non-refundable deposit is required.
- ◆ Two further deposits will be required, to make up the Total Projected Cost (as specified in the Reservation Agreement). The first is required **90 days before the event** and the second is required **7 days before the event**.
- ◆ The balance of the account must be paid on departure.
- ◆ We will hold Credit Card details on file to guarantee payments by dates specified on the Reservation Agreement. Should we not receive payment by cheque or bank transfer by the due date, the amount owing will be debited from the Credit Card.

Account facilities are only available by **PRIOR WRITTEN AGREEMENT**.

CANCELLATION BY THE CLIENT

Should the function be cancelled **within 6 months from the date of arrival**, the following charges apply:

- Within 3-6 months:** 30% of the estimated costs
- Within 90 days:** 50% of the estimated costs
- Within 30 days:** 75% of the estimated costs
- Within 14 days:** 100% of the estimated costs

CANCELLATION BY THE HOTEL

The Hotel reserves the right to cancel the booking if:

- a) The Booking might damage the reputation of the Hotel.
- b) If any part of the Hotel is closed or otherwise unavailable due to events beyond our control.
- c) If the Client, or the Hotel, become insolvent or, if the case of an individual, become bankrupt.

The hotel will refund any deposits paid except in the circumstances of a) & c), where any deposits over the initial £500.00 paid will be refunded. In all cases, the Hotel will not have any other liability.

FINAL NUMBERS

Accommodation: If more than **20%** of any rooms booked are cancelled **within 14 days of the scheduled arrival**, the applicable room rate will be charged for each room cancelled.

Catering: Final numbers must be given **5 days in advance of the function**. Should guest numbers decrease below the minimum contracted numbers, the Hotel reserves the right to charge the agreed price per head for those numbers.

SIGNATURE

DATE:

PRINT NAME

