

# THE PARKWAY HOTEL & CONFERENCE CENTRE

## TERMS & CONDITIONS

### Date of Event:

#### 1. DEFINITIONS:

'The Client' refers to the person, company or organisation, making the booking and 'The Hotel' refers to the Parkway Hotel.

#### 2. CONTRACT:

When booking is confirmed by the Hotel in writing, a contract is deemed to exist.

#### 3. CHARGES AND PAYMENT:

- 3.1 The Hotel requires at least 21 days notice prior to arrival date to arrange any credit facilities. Credit accounts must not exceed their credit limit. Credit references will be required before agreement.
- 3.2 Payment is due for credit accounts 14 days following the invoice date. Payment must be made payable to the Parkway Hotel by cash, cheque or Credit card.
- 3.3 In the event of payment becoming overdue interest at 2% per month as at date of invoice will be added to your account.
- 3.4 Wedding receptions are subject to a deposit of £850. 50% of balance due 4 months prior and balance due 1 month before the event.
- 3.5 Dinners and dinner dances are subject to a deposit of £500. Full payment of the balance 1 month prior to the event.
- 3.6 Wedding ceremonies are subject to a deposit of £100. 50% of the balance due 4 months prior and balance 1 month before the event.
- 3.7 Dinners at 20 guests are subject to a deposit of £100. Full payment of the Balance is due 1 Month before the event. (minimum numbers of 20)
- 3.7 All tables in the restaurant during the month of December require a non-Refundable deposit of £10.00 per person. At any other time a deposit of £5.00 per person is required on tables of 6 or more
- 3.8 Please note all events are non-transferable.

#### 4. NUMBERS:

Final numbers are required 1 week prior to the date of the function.

##### 4.1 Banquets

If the numbers fall below the minimum number in your suite, the Hotel reserves the right to allocate a more suitable room.

##### 4.2 Weddings

The Hotel reserves the right to move the wedding party into a different function room according to total numbers booked.

##### 4.3 Conferences

Day and residential conference packages are based on a minimum of 10 persons. Below this number, services will be charge individually (room hire, beverages, accommodation and lunch). The final number of delegates attending must reach the Hotel at least 1 week prior to the date of the function. This will be the minimum charged for.

#### 5. CANCELLATION BY THE CLIENT:

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, the Hotel will make every effort to re-sell the facilities on your behalf. All cancellations must be advised to the Management of the Hotel in the first instance verbally. Cancellations must then be received in writing from the Client to the Hotel immediately. The date when written cancellation is received will be classed as the 'cancellation' date. Please note all events are non-transferable.

#### 6. CANCELLATION CHARGES FOR BANQUETING, DINNER /DANCES, WEDDINGS ETC:

Any cancellation or postponement must be confirmed in writing. The terms are:

- 6.1 Over 6 months notice, deposit refunded if date re-sold for similar numbers.
- 6.2 Under 6 months notice deposit retained by Hotel.
- 6.3 Under 4 months notice of cancellation, Client is liable for 50% of anticipated facilities.
- 6.4 Under 2 months the Client is liable for 60% of the anticipated facilities booked, the Hotel will endeavour to find a replacement booking and if successful, will offset in whole or part of the above charges. This calculation will be made at the discretion of the Hotel.
- 6.5 2-6 weeks notice, Client is liable for 80% of the anticipated facilities booked.
- 6.6 Under 2 weeks notice, Client liable for 90% of the anticipated facilities booked.
- 6.7 1 weeks notice or less, Client is liable for 100% of the anticipated facilities booked.

#### 7. CANCELLATION CHARGES FOR DAY CONFERENCES:

- 7.5 All cancellations or postponement must be confirmed in writing (see section 5).
- 7.6 Under one month, Client is liable for 50% of the anticipated facilities.
- 7.7 2 weeks notice or less, Client will be liable to 100% of the anticipated facilities.

Failure to return this document will result in our assumption that you are agreeable with the terms therein

#### 8. CANCELLATION CHARGES FOR RESIDENTIAL CONFERENCES / GROUP BOOKINGS

All cancellation or postponements must be confirmed in writing (see section 5).

- 8.1 Cancellation over 3 months, no charge.
- 8.2 3 months prior client liable for 50% of anticipated facilities.
- 8.3 2 months prior client will be liable for 75% of the anticipated facilities.
- 8.4 1 month or less prior, Client will be liable for 100% of anticipated facilities.

#### 9. CANCELLATION CHARGES FOR OVERNIGHT STAY:

- 9.1 24 hours or less, Client will be liable for full payment on room only basis.

#### FOR THE PURPOSES OF SECTION 5, 7, 8 & 9:

The Hotel will endeavour to find a replacement booking and if successful will offset these charges in whole or part. This calculation is at the discretion of the Hotel.

'Anticipated facilities' includes room, meals, Delegate Packages and all other usual services provided to the guests. The rate to be charged shall be the full rate charged by the Hotel for the time being and the appropriate percentage cancellation charge shall be of that full rate but limited to the profit element.

#### 10. HEALTH AND SAFETY:

The Client agrees to take 'reasonable' precautions to ensure that no damage occurs or injury to any person. The Client is also responsible for the actions of all guests and contractors for any damage or injury caused within any part of the hotel. It is the Client's responsibility to ensure that children attending the function remain within their function room and are under the constant supervision of an adult.

#### 11. FOOD AND BEVERGAES:

The Client will ensure that no food or beverage of any kind is brought into the Hotel premises by any person for consumption on the Hotel premises, except wedding cakes, or with the Hotel's agreement. A charge will be made if this rule is broken.

11.1 Under no circumstances is any food permitted to be removed from the premises. This includes unused Buffet items.

#### 12. EQUIPMENT/DECORATIONS:

12.1 Equipment and/or decorations must comply with all current regulations. The Client will be liable for any damage or injury, which arises out of the use of such equipment.

12.2 The Hotel cannot accept responsibility for the Client's own equipment/decorations/personal effects.

12.3 All equipment and/or decorations brought into the hotel is at the Client's own risk. The Hotel insurance does not cover any losses or breakages.

12.4 No incendiary or explosive devise such as fireworks may be activated under any circumstances within the Hotel or its grounds.

#### 13. PRICES:

Prices in writing are confirmed. Fluctuations in VAT will affect the price.

#### 14. AGREEMENT GOVERNED BY ENGLISH LAW:

This contract shall be governed in all respects by English Law.

#### 15. SMOKING:

The Hotel operates a strict non smoking policy throughout. All guests are expected to adhere to this rule and failure to do so may result in the cancellation of the function with immediate effect with no refunds payable.

#### 16. GENERAL:

The proprietors reserve the right to alter any aspect of Hotel policy or terms and conditions for the security and safety of all guests and staff members.

16.1 Any issue or complaint not raised during your time at the hotel, where we are not given the opportunity to rectify on the day, management reserve the right to void your complaint.

#### 17. INSURANCE:

After all this, you might well consider it worthwhile arranging insurance. This can be done for a very small premium and can cover the cost of cancellation and other liabilities. Please note any contract of insurance would be made by the Client direct with the insurance company.

Signature: .....

Print Name: .....

Date: .....