



Whitley Hall Hotel Function Booking Form

Type of function

Date of function.....Start time.....

Name

Address.....

.....

.....

Post Code..... Email address.....

Tel No. Day..... Eve.....

Please tick which room you require. Whitley.....Parker.....Picture.....Wordsworth.....

Number of guests..... Day/Evening Event Disco Required?.....

Relevant info/special requirements:

Brief overview:

I confirm that I have read, understand and accept the terms and conditions of booking. I enclose a non-refundable deposit of £250.00 made payable to Whitley Hall Hotel and agree to settle the account 14 days prior to the event.

Signed..... Print Name.....

Date.....

Bookings are only accepted when a confirmation is sent to you by Whitley Hall Hotel signed by the hotel management.



Whitley Hall Hotel

Booking Terms & Conditions

We reserve the right to waive all or part or add to these terms and conditions. All prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing. VAT at the current rate is included in the price.

1. GENERAL

The Hotel cannot be held responsible for the quality of the food if not served at the scheduled time due to late arrival. The Hotel reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary to correct. In the event of failure to comply with management requests, the Hotel reserves the right to terminate the contract and stop the event without being liable for any refund or compensation. No wine, other beverages or food may be brought into the Hotel or grounds by the client or guests for consumption on the premises, unless pre-agreed by Hotel management. By accepting these terms and conditions you agree that any account outstanding for your guests attending your function however caused remain your responsibility and you hereby agree to pay for such accounts, first from the security bond retained by the hotel and secondly, by your own payment should such accounts extend beyond the security bond.

2. BOOKING

All provisional bookings will be held for 14 days then automatically released if a completed booking form and deposit has not been received.

To secure your booking we require a non refundable deposit of £250.00 and the attached completed booking form. Please note you should contact the hotel 2 weeks before your function to discuss your final details. The numbers agreed by the manager on your booking form are the numbers that will be charged unless these numbers have subsequently increased

The initial £250.00 deposit will not appear on the final invoice, it will be kept as a security bond until after the function has taken place. This will be returned less any costs for damages following the function.

3. PAYMENT

A pro-forma invoice will be issued when final details have been agreed and is payable 14 days prior to the event. The invoice will be based on numbers given by the client and will cover estimated costs of food, drinks, room hire and any accommodation or entertainment which the client has asked to be added to the final invoice. Please note that there is a surcharge of 3.5% for credit card payments.

4. CANCELLATION/TRANSFERRAL

Cancellation of a confirmed booking must be made in writing and will be effective from the date received by the hotel. If a cancellation is made we regret that all deposits are non-refundable and non-transferable. In the event of a cancellation less than 12 months in advance, a cancellation fee is payable calculated on the following basis. These charges will be based on the total estimated value of business and will be inclusive of VAT, based on the numbers given by the client at the time of confirmation.

Cancellations Less than 30 days

35% of the total anticipated charges

We will endeavour to replace a cancelled booking and if we are successful at doing so we may reduce the cancellation charges, but this is solely at the discretion of the hotel management. If a booking is rescheduled cancellation charges will not be waived.

6. CUSTOMER PROPERTY

Whilst every effort is made to safeguard clients property, Whitley Hall Hotel does not accept any liability for any loss or damage to clients property howsoever caused. Nor can we be held responsible for any gifts that have been delivered to or handed over to a representative of the hotel. Please note that all property not provided by the hotel must be removed from the hotel at the end of the function.

7. DAMAGE

Whilst you and /or your guests are occupying the property of Whitley Hall Hotel, it would be appreciated if every effort is made to safeguard the fixtures, fittings and decorations. Any damage caused by you and/or your guests will be restored by Whitley Hall Hotel and the costs incurred recharged to the client/hirer.

8. ENTERTAINMENT/DECORATION

Prior consent must be sought from the hotel for any form of entertainment or decoration. There is a charge of £95 for guests providing their own DJ or band, up to date comprehensive insurance cover and electrical certification must also be supplied to the hotel at least 7 days prior to the event. Corkage facilities are not available and fireworks are not allowed. We do not wish to disappoint but confetti is not permitted either inside or outside the hotel. If confetti is thrown by you and/or your guests, a clean up charge of £95 will be added to your final account and must be settled before departing the hotel.

9. HOTEL REPUTATION

At the absolute a unfettered discretion of the hotel any function may be cancelled by the hotel even if paid in full, if the hotel has reasonable grounds for believing that the holding of such function would prejudice the reputation, good name, or standing of the hotel.

10. LIABILITY

The hotel accepts no responsibility for death, bodily injury or disease, howsoever arising to clients or their guests excepting only such as arises due to the negligence of the hotel, its servants or agents, acting strictly in accordance with the terms of their employment, subcontract or other agreement between such servants and agents and the hotel. The hotel is not liable for any frustration of this contract caused by strikes, labour disputes, accidents or any other cause beyond the hotels control and outside the ordinary and reasonable contemplation of the parties at the time of this contract. In such an event, the hotel shall use reasonable endeavours to offer the client alternative accommodation facilities and services, if such can be found and are acceptable to the client (such acceptance not to be unreasonable withheld). In the event that is not possible, however, the hotel's obligation to the client extends up to, and is limited to. The full refund of any deposit held.