

TERMS AND CONDITIONS

Company/Guest Name \_\_\_\_\_

Date of Function \_\_\_\_\_

**THE CONTRACT**

The Hotel will complete a function sheet contract, a copy of which will be sent to the Client and should be returned within 7 days, signed in agreement with our Terms and Conditions.

Access is limited to the times as stated in the function sheet contract – any extension of these times may be charged at the room hire rate as stated in our Conference Pack.

Function rooms booked in series may be let for evening sessions. Unless arranged in advance and confirmed in writing, it is therefore necessary for function rooms to be cleared of personal property and equipment at the end of each days event.

Function rooms may only be used for the purpose stated in the function sheet contract.

**FINAL NUMBERS**

Provisional numbers will be taken at the time of booking and the Hotel reserves the right to set a minimum number to be charged. The Hotel requires final numbers at least 10 days prior to the event (unless otherwise obtained in writing).

If the Client gives less than 10 days notice of a lesser number of guests attending than that previously notified by the Client, then the Hotel reserves the right to charge the Client the full per head charge for each guest not attending.

There will be no charge for reduction in numbers attending in the following circumstances:

All changes are notified prior to the timescales set out in Cancellation Charges and do not result in a number less than any agreed number if applicable.

The Hotel reserves the right to change agreed conference rooms if numbers do not materialise.

**PAYMENT TERMS**

Credit will only be given to companies who have a valid account with Strathmore Hotels Ltd. Payment of invoices following any event is on strict seven day terms.

Non-account holders must settle any balance ten days prior to their event. Incidental charges must then either be settled as ordered or, on receipt of a valid credit card swipe – the Hotel will set up a short term account which must be settled on departure. If unsettled, the Hotel reserves the right to charge the account to the credit card number given.

Any queries on any invoice must be raised within 5 working days of the date of the invoice. Should any such queries remain unresolved within 3 working days thereafter it will be the obligation of the Client to make immediate payment of the undisputed amount.

Failure to pay an account by the due date will result in interest running at the rate of 4% per annum above Bank of Scotland base lending rate.

The Client is responsible for checking and settlement of all accounts.

The Hotel reserves the right to withdraw credit facilities without explanation.

**CANCELLATION**

The Hotel may cancel the event, should any of the following circumstances occur:

- If the Hotel or any part of it is closed due to fire, dispute with employees, alteration, decoration or by order of public authority.
- The insolvency of the Client.
- Should an account, whether for a previous or forthcoming event, be overdue.
- The event may prejudice the reputation of the Hotel, or cause damage to the property of the Hotel.

*Should the Client cancel a booking, a charge may be made equivalent to any loss suffered by the Hotel – cancellation charges will be calculated as a % of the total booking value according to the following period notice:*

*25% if cancelled 12-16 weeks prior to the event*

*50% if cancelled 6 –12 weeks prior to the event*

*75% if cancelled 1 – 6 weeks prior to the event*

*90% if cancelled less than one week prior to the event*

*All cancellations must be received by the Hotel in writing. Cancellation charges will be effective on the date this is received by the Hotel.*

## **GENERAL**

*The Hotel will not accept claims for loss or damage to goods delivered in advance or left pending collection after an event.*

*The Hotel will not be held responsible for the quality of food if not served at the scheduled times as agreed in the function sheet contract, due to late arrival of guests.*

*The Client shall be liable for any losses or damage caused either to the property of the Company, its personnel or patrons.*

*Prices are subject to annual review and the Hotel reserves the right to alter prices without notice.*

*The Company have statutory obligations relating to Fire Regulations, Health & Safety, Liquor Licensing Laws and others. It is the obligation of the Client and their guests to comply with such regulations as may be requested or enforced by Hotel personnel.*

*Clients cannot bring their own food or beverage onto the premises of the Hotel without the prior written consent of Hotel Management.*

*Clients and their guests shall not act in an improper or disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the Hotel personnel.*

*Should any of your delegates or guests be unable to correct any aspect of poor behaviour or activities unacceptable to the Hotel, the Hotel reserves the right to terminate your stay or event. Should this occur, no monies will be refunded to you. The Manager's decision is final.*

*Affixing signage, displays and posters to walls may only be carried out with the consent of Hotel Management.*

*The Hotel name, logo and contact details cannot be used in any advertising or publicity without the consent of Hotel Management.*

*The Hotel contract may only be signed by an adult over the age of 18. If the organiser of the event is under the age of 18, a responsible parent or guardian should sign the contract. This person will then be responsible for adhering to these Terms and Conditions.*

*The Management reserve the right to control the volume levels of all music played within the Hotel and / or call a halt to any music or entertainment or disturbance which is either considered unnecessary or causes discomfort to others.*

*Under no circumstances is anyone qualified or partially qualified to install or interfere with any electrical equipment or wiring without full consultation with and supervision by the Hotel engineer or electrical contractor appointed by the Hotel. The Management reserve the right to disconnect the supply of electricity at any time at their discretion, when it is believed to be dangerous or overloading our circuits.*

*Notwithstanding the above Terms and Conditions, the Company will not be liable for any failure to perform its obligation to the Client in whole or in part as a result of any of the following circumstances:*

- *Strikes or industrial action*
- *Fire*
- *Flood*
- *Civil commotion*
- *Act of God*
- *Failure of services*

*Sign* \_\_\_\_\_

*Print Name* \_\_\_\_\_

*Date* \_\_\_\_\_