



# INVERCARSE HOTEL

FIRST CHOICE FOR BUSINESS OR TRAVEL

## Events Terms & Conditions

### 1. Provisional Bookings

A provisional booking is held for 21 days. The booking will be automatically released should we not receive a signed contract and initial deposit within 21 days.

### 2. Deposits

A minimum deposit of £500.00 is required to confirm your booking.

A further deposit of £750.00 is required 6 months prior to the event date, unless agreed otherwise.

All monies once received are non-transferable and non-refundable.

### 3. Confirmations and Guest Numbers

The final details of the Event (such as final timings and special requests) must be confirmed at least 7 days before the Event.

The Client shall provide the Hotel with details of the nature and agenda of the Event, names of guests and relevant third parties, upon request.

### 4. Pre-Orders

We require your final food pre-order 4 weeks prior to the event date. This must be completed on the spreadsheet you have received from your Events contact at the hotel and sent by email **ONLY** to [eventsorders@redwoodleisure.co.uk](mailto:eventsorders@redwoodleisure.co.uk). We cannot accept pre-orders in person or by telephone or by post.

### 5. Payment

#### ▪ Price

The price for the Event shall be calculated as stated on your confirmation and is inclusive of VAT. The minimum number of guests we charge for is based on the totals of your final food pre-order.

#### ▪ Extras

The Client shall pay by credit or debit card for any food and beverages or other goods and/or services not confirmed in correspondence but made available upon request of the Client on the day of the Event. In such cases, if not paid on the day of the event, the credit card used to make the booking shall be charged accordingly.

#### ▪ Price Variations

In the event of circumstances beyond the Hotel's control (including, but not limited to, increases in the standard rate of VAT), the Hotel reserves the right to vary the prices specified in correspondence to an extent that reflects such circumstances.

## 6. Cancellation by Client

- If the Client wishes to cancel an Event or cancel the reservation of some or all bedrooms reserved, the Client must provide the Hotel a written notice of cancellation. Cancellation shall be effective, final and binding on the Cancellation Date.
- If the Client cancels a Booking, the Hotel will charge a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the estimated spend (and, if any separate charge is payable in respect of room hire, of such room hire charge), according to the Cancellation Notice as set out below. If the Event is cancelled less than 7 Days before the Event, the Hotel is entitled to charge according to the Final Number, if higher than the original estimated number of guests.

Cancellation Notice	Events fee
9-12 months	10%
6-9 months	25%
3-6 months	50%
0-3 months	80%
7 days or less	100%

- The cancellation fees are payable under this Clause 6 are not inclusive of any deposits paid and are a genuine pre-estimate of the loss the Hotel will incur arising out of a cancellation. The actual losses incurred by the Hotel may be greater or less than these cancellation fees.

## 7. Cancellation by the Hotel

The Hotel may cancel the Booking:

- if the booking might prejudice the reputation of the Hotel;
- if the Hotel becomes aware of any deterioration in the Client's financial situation such that the Hotel reasonably considers the Client may not be able to fulfil its material obligations under the Agreement; or
- if the Client fails to pay any sum when due.

## 8. Outside Services

The prior consent of The Hotel must be obtained for any entertainment or services contracted for the Event by the Client, all of which must comply with any statutory regulations. The Client shall reimburse The Hotel for any loss or damage resulting from the acts or omissions of such third party suppliers.

**9. Health and Safety**

The Client must fully comply (and ensure the full compliance of its sub-contractors, employees and guests) with The Hotel's health and safety policy. For reasons or security, The Hotel may need to search guests or third party suppliers' belongings and equipment. The Client shall ensure co-operation with any such searches undertaken by The Hotel.

**10. Corkage**

No wines, spirits, food or beverage may be brought into The Hotel or grounds by or on behalf of the Client or any guests for consumption on The Hotel premises unless the prior consent of The Hotel has been obtained, for which a charge will be made. Relevant charges can be confirmed by the Hotel upon request.

**11. Damage**

The Client shall be responsible to The Hotel for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein or to The Hotel generally by any act, default or neglect of the Client or any sub-contractor, employee or guest of the Client and shall pay to The Hotel on demand the amount required to make good or remedy any such damage. This also includes the loss or breakage of vases or removal of artificial floral decorations or chair covers/sashes provided by the Hotel and its Third Party Suppliers.

**12. General**

▪ **Agents**

Should the Client contract with The Hotel through an Agent, the agent acts in that capacity for the Client, and not The Hotel. The Client accepts full responsibility for the payment of The Hotel's account.

▪ **Commissions**

Bookings made direct are non-commissionable

The undersigned agree to the above Terms and Conditions-

**BY THE CLIENT:**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

**ON BEHALF OF REDWOOD INVERCARSE LTD:**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_