



Bicester Hotel Golf & Spa

Chesterton, Bicester
Oxfordshire, OX26 1TE

Tel: 01869 241204, Fax: 01869 240754

This form once signed, together with your deposit represents confirmation of your forthcoming event. Please read your details and accept these conditions by signing below and returning to the hotel. **Events are not confirmed until signed terms and conditions are received.**

Deposit

For events totalling less than £1500.00, we ask for corporate credit card details at the time of booking, this together with signed terms and conditions will secure the event. Final payment for the event will then be taken from the card on departure.

For events totalling over £1500.00, we require a 50% non-refundable deposit at the time of booking, with the final payment due on departure by corporate credit card or by invoice if a credit agreement is in place.

Cancellation

We operate the following cancellation policy for conferences, banqueting and accommodation linked with conferences and banqueting.

Cancellation or reduction of numbers by more than 5% and with more than 32 calendar days notice will incur an administration fee of 15% of the estimated total.

Cancellation made within 31-22 calendar days notice 50% charge of estimated charges

Cancellation made within 21-11 calendar days notice 90% charge of estimated charges

Cancellation made with less than 10 calendar days Full charge of estimated charges

Estimated charges include all items pre-booked for the event and an estimation of potential food and beverage revenue to be consumed during the event.

BHG&S will endeavour to re-let any conference space and accommodation booked and offset the revenue against the cancellation charges.

Payment

Final payment for events totalling less than £1500.00 is to be charged on departure to the corporate credit card given at time of booking.

Final payment for events totalling over £1500.00 are to be paid for on departure by credit card, or by invoice if a credit agreement is in place.

Final invoices are to be paid within **14 days of the date of invoice.**

It is the hirer's responsibility to provide any necessary Purchase Orders prior to the event and to query incorrect invoices direct with our accounts department immediately upon receipt.

Other Notes

Where BHG&S has arranged sub contractors to provide a service, the charge must be paid in full prior to the service being confirmed.

The Hirer shall pay for any loss or damage to any part of the hotel premises or to any fixture, fittings or equipment caused by the hirer, their guests or paid servants. The Hotel will not be responsible for damage to or security of any article brought onto the premises.

The hirer and all persons attending must comply with all requirements of the 2003 licensing act.

BHG&S shall not be responsible for failure to provide facilities contracted for the event as a result of "force Majeure" or any other cases beyond its controls.

In the case of cancellation due to bad weather BHG&S will require full payment for the event as above on the date the event was originally booked. BHG&S will then work closely with the client to obtain another suitable date within a 6 week period, if numbers reduce from the original booking no refund will be given, if numbers increase, the extra charges will be added to the account.

Signature.....Print.....

Date of Signature.....Position.....

Event Date.....Company.....