

CONFERENCE AND BANQUETING

TERMS & CONDITIONS

- 1 This form represents your confirmation for your forthcoming function. Please read your details and accept these conditions by signing below and return.
- 2 Please note we operate the following conference, banqueting and accommodation cancellation charges. 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 charge.

Cancellation Received with 31-22 Calendar days Notice 50% charge

Cancellation Received with 21-11 Calendar days Notice 90% charge

Cancellation Received with less than 10 Calendar days Notice Full Charge

PLEASE NOTE

Bicester Hotel Golf & Spa reserve the right to change the meeting room following a reduction in delegate numbers.

BHGS will use its best endeavours to re-let accommodation. In such cases, charges may be reduced. Any changes made to the original contract sent, 10 days prior to arrival will incur an admin charge of £20.00

- 3 A Deposit of 50% will be required to confirm your booking and paid directly to Bicester Hotel Golf and Spa. The balance is paid on departure or when a credit account is in place, the balance is payable within 14 days from the date of Invoice. Events which are less than £1500 are payable either in full prior to the date or can be secured with a Credit Card Number and paid in full on departure.
- 4 Where BHGS has arranged sub contractors to provide a service this charge must be paid in full prior to the service being confirmed.
- 5 The Hirer shall pay for any loss or damage to any part of the hotel premises, or to any fixtures, fittings and equipment which are caused by the hirer, his guests or paid servants. We shall not be responsible for damage to any article brought onto the premises.
- 6 The Hirer and all persons attending must comply with all requirements of the licensing act 1964, together with all statutory instruments since enacted.
- 7 BHGS shall not be responsible for any failure to private facilities contracted for in the events of its being prevented doing so as a result of "Force Majeure" or any other cases beyond its control.

Clients Signature of Acceptance: _____ Ref: _____

Company Name: _____ Date of Event: _____