



TERMS AND CONDITIONS

Contract Clients are reminded that the signature of the function contract creates a contract between them and Edley and Eleanor Holdings Ltd.

Provisional Booking - A booking will be held as an enquiry only for 10 working days from the time of the enquiry.

Confirmation - A booking will be confirmed only upon receipt of the required deposit and the signed function contract. Amendments and variations to the details shown on the signed contract will only be recognised if confirmed in writing.

Numbers - Our packages are based on a minimum of 60 guests, maximum 110. However we can provide a service on fewer numbers on the basis of a supplement charged accordingly to the amount of people attending. The numbers booked as expected to attend is shown on the contract and will be used as the minimum when calculating your final account. Any additional numbers must be agreed and confirmed in writing no less than two weeks prior to the event.

Pricing Policy - We reserve the right to amend the quoted price without notice.

VAT - Quoted prices, where applicable, include VAT at 20% at the prevailing rate. Prices will be adjusted in the event of any change in the VAT rate between the time of booking and the date of the event.

Deposit requirement - £1000 deposit as shown on the contract is non - refundable.

Payment Terms - The final bill is required 6 weeks before the function/wedding. Any additional charges incurred during the event will be due on departure.

Insurance - The hotels insurance does not cover client equipment and effects. For large social gatherings, weddings, etc, we recommend that clients consider taking out cancellation insurance.

Cancellation by Client - In the event of cancellation the Hotel reserves the right to charge as follows:

- £1000 deposit is non-refundable

- 9 to 16 weeks' notice; 50% of the estimated value of the booking
- 8 to 4 weeks 'notice; 75% of the estimated value of the booking
- 4 weeks or less notice; 100% of the estimated value of the booking.
- This also includes accommodation that has been booked as part of the function/wedding
- The full cost of any equipment or service arranged by the hotel on the client's behalf.

Cancellation by the Hotel - Occasionally we have to make changes to bookings and cancel confirmed bookings. Whilst we always endeavour to avoid changes and cancellations, we must reserve the right to do so. Most changes are minor. Compensation will not be payable and no liability can be accepted where we are forced to make change or cancel as a result of unusual and unforeseeable circumstances beyond our control, the consequences of which we could not have avoided even without due care.

Licence Requirements - The hotel can only guarantee the service of alcohol during permitted hours.

Guest Provided Food and Drink - No food or beverage will be bought into the Hotel by clients for consumption in the Hotel without the express permission of the Hotel Management.

Health and Safety - Clients are wholly responsible for ensuring that they and their guests comply fully with all current health and safety regulations.

Noise - The Hotel management shall be the sole and final arbiter as to the level of noise created by a function and reserve the right to terminate any function that fails to moderate the sound levels if requested.