

Rydal Hall

Booking Form

PLEASE USE ONLY ONE FORM PER STAY AND CHECK ROOM AVAILABILITY BEFORE RETURNING.

Name of guest(s) who will be staying

Booked by (if different from above)

Invoice Address

.....

.....

.....

Postcode

Telephone (Day) (Evening or Mobile)

Email

RESIDENTIAL BOOKING

Arrival date Departure Date

Arrival time Departure Time

Number of guests Adults 15-17yrs 10-14yrs 5-9yrs Under 4yrs

Number of bedrooms required Single Twin Family

Rate required Full Board Dinner, Bed & Breakfast Bed & Breakfast Room Only

When would you require your first refreshments/meal

When would you require your final refreshments/meal

We cater for vegetarians and we also cater for any medically essential diets.

Please enter your requirements below to help us plan ahead.

.....
.....
.....

Please give details of any noise/activity that might affect other guests.

.....
.....

Terms and conditions:

A full list of the terms and conditions regarding bookings, deposits and cancellation fees can be found in this pack. Should you have any problems or queries with the terms and conditions please do not hesitate to contact the General Manager or the Bursar.

I enclose herewith the relevant deposit as per terms and conditions. I also note that final payment, together with meal numbers and accommodation schedule, will be forwarded fourteen days before the commencement of the stay.

(All cheques are made payable to Rydal Hall Ltd)

Name (please print) Position

Booking Conditions

Bookings must be confirmed in writing by the event organiser by email, fax or letter.

An initial deposit [see below] will be required within 14 days of the above confirmation.

If after receiving the cost terms and conditions the organiser wishes to cancel the booking, the initial deposit will be returned if confirmation is made in writing within 14 days of the date of the quotation.

Deposits Deposit payments will be made in accordance with the following scale:

<u>Residential Conferences:</u>	At the time of booking	£250 per night
<u>Day Conferences:</u>	At the time of booking	£50
<u>Private Guests:</u>	At the time of booking	£30 per person

Deposits are due on the relevant dates whether or not a reminder to pay has been sent and cannot be subsequently be refunded or transferred. However, if a booking is made before the cost and conditions have been notified by Rydal Hall to the customer, any deposits already paid will be refundable if the customer cancels the booking in writing within 14 days of such notification.

Payment of Fee and Final Numbers

The invoice for full payment and confirmation of final numbers is due **fourteen** days before the commencement of the stay/ conference and can be paid by cash, cheque, debit card or credit card. Accounts not settled within 14 days from the invoice date will be liable to an additional charge of 5%.

If a group is unable to meet these conditions please contact the General Manager or the Bursar.

Cancellation

Payment and acceptance of the initial deposit constitutes a contract. Should there be a cancellation of the booking in whole or part for any reason, the following charges will apply as a percentage of the VAT inclusive cost: - [Note the 'total cost' referred to below is the cost of the conference calculated from the quotation, based on the number of delegates, bedrooms and meeting rooms booked; in the case of a lump sum it will be based on the total lump sum cost] We would advise that groups and private guests take out insurance for their visit — details can be obtained from the Bookings Co-ordinator.

The final cancellation charge is at the discretion of the General Manager.

Residential Conferences

Weekends

- Cancellation with more than 12 months' notice – initial deposit forfeited
- Cancellation with 8-12 months' notice – 25% of the total cost of the conference
- Cancellation with 5-8 months' notice – 50% of the total cost of the conference
- Cancellation with 3-5 months' notice – 65% of the total cost of the conference
- Cancellation with 2 weeks to 3 months' notice – 75% of the total cost of the conference
- Cancellation with less than 2 weeks' notice – 95% of the total cost of the conference

Midweek

- Cancellation with more than 9 months' notice – initial deposit forfeited
- Cancellation with 6-9 months' notice – 20% of the total cost of the conference
- Cancellation with 4-6 months' notice – 50% of the total cost of the conference
- Cancellation with 2 weeks to 4 months' notice – 75% of the total cost of the conference
- Cancellation with less than 2 weeks' notice – 95% of the total cost of the conference

Day Conferences

- Cancellation with 1-3 months' notice – 50% of the total cost of the conference
- Cancellation with less than 1 month's notice – 75% of the total cost of the conference

Private Guests

- Cancellation with less than 1 month's notice – 75% of the total cost of the stay

Any cancellation must be confirmed immediately in writing. Please note that the above cancellation charges apply not only to the complete cancellation of the booking but also the cost of any reduction in the accommodation booked.

Bedrooms not used will be charged at the single rate for the duration of the stay.

You should consult Rydal Hall if your requirements change. Any increase in the number of rooms will depend upon availability.

Any decrease in the number of rooms will be treated as a cancellation and charged as indicated above.

Refunds No refunds or reductions can be made in respect of meals or accommodation booked but not taken.

Value Added Tax The cost of the booking is inclusive of V.A.T. at 17.5% where applicable.

Damages Customers will be liable for the cost of repair of any damage caused to the Hall or property therein.

Liability Neither the company nor their employees accept any liability for loss or damage to any vehicle or other property belonging to any person or organisation using the Centre.

Rydal Hall reserves the right to refuse or cancel a booking at its sole discretion.