

Rydal Hall

Booking Form

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

Organisation

Charity Number (if applicable)

Group/department

Name of contact during your event

Booked by (if different from above)

Invoice Address

.....

.....

.....

Postcode

Telephone (Day) (Evening)

Email

Please state the purpose for which your organisation will be using

Rydal Hall:

DAY DELEGATE BOOKING

Arrival date Departure Date

Arrival time Departure Time

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

RESIDENTIAL BOOKING

Arrival date Departure Date

Arrival time Departure Time

Number of delegates 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

Number of day visitors (additional to residential)

ROOM REQUIREMENTS (please tick)

How would you like the room set out?

Seminar (rows of chairs) Boardroom (centre table with surrounding chairs)

Classroom (tables in rows with chairs) Cluster Classroom (tables grouped together with chairs)

Horseshoe (with or without tables) Circle (chairs only)

Depending on your group size and requirements, a suitable room will be allocated to you.

Number of additional meeting rooms required

ADDITIONAL EQUIPMENT HIRE (please tick)

Additional Flip Chart Data Projector TV/Video Player

TV/DVD Player PA with Hearing Loop Tie Clip Microphone

Portable CD Player Piano / Keyboard

CATERING REQUIREMENTS

We will try to accommodate your chosen times as best we can but rearrangement may be necessary. Please state the times you require lunch and refreshment breaks.

	From	To
Tea/coffee on arrival
Mid-morning tea/coffee
Lunch (our usual time is 12:30)
Mid-afternoon tea/coffee
Evening Meal (our usual time is 18:30)

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.

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.....

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

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.....

Is this your first booking with Rydal Hall ? Yes No

If this is your first visit, how did you hear about Rydal Hall ?

- Friend/Colleague Advert - please say where
.... Internet Attended another event at Rydal Hall
.... Yellow Pages Other

Please state other (if applicable)

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

Signed Date

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 (Full amount for one night or within one month of stay)

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 the current rate 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.

ROOM SETUPS

Our meeting service will provide our guests with a relaxed environment, beneficial to productive meetings. Rydal Hall has 5 meeting rooms, the largest being able to cater for up to 100 delegates, as well as smaller specific rooms that are ideal for conference break outs.

Below is a table of different room styles available in each room, along with diagrams which show typical examples of room styles.

Here at Rydal Hall we are flexible and versatile to meet the needs of your meeting and are happy to provide different room styles in the larger rooms. Should you have specific ideas and wish to discuss further, please contact the main office.

	Bishop Bulley Barn	Drawing Room	Library	Bishop's Room	Old Kitchen
Seminar	Yes	Yes	No	Yes	Yes
Hollow Boardroom	Yes	Yes	No	No	Yes
Solid Boardroom	Yes	Yes	Yes	Yes	Yes
Horseshoe	Yes	Yes	No	No	Yes
Classroom	Yes	Yes	No	No	Yes
Informal Circle	Yes	Yes	Yes	Yes	Yes
PA with Hearing Loop	Yes	Yes	Yes	No	No
Tie Clip Microphone	Yes	No	No	No	No
Piano / Keyboard	Piano only	Keyboard	No	No	Keyboard

Hollow Boardroom



Solid Boardroom



Horseshoe



Classroom

