

TERMS AND CONDITIONS

Weddings, Conferences, Banquets and Functions booked at The Izaak Walton Hotel Ltd. By the Client shall be subject to the following:

1. NUMBERS ATTENDING

- I. The Client shall give details of final numbers attending the function when requested by the Hotel. The acceptance of any increase over the previously advised numbers will be at the discretion of The Izaak Walton Hotel Ltd.
- II. Where the booking includes bedroom accommodation, full details of the number of persons staying, together with the type of accommodation and length of stay must be stated in writing, no less than 3 months prior to the date of arrival or sooner is requested. The names of those occupying each room must be given in writing at least 30 days before the start of the booking.
- III. The Izaak Walton Hotel Ltd. reserves the right to charge in full for any decrease from the final numbers given but in any case, the minimum chargeable numbers as shown overleaf will apply.
- IV. A non-refundable deposit of 25% shall be paid to the Hotel to confirm the date of the event.

2. INFORMATION

The Client shall provide on request by the Hotel, all such information which is available in relation to the function as may be necessary to enable the Hotel to make fully informed assessment of its obligations to provide the services.

3. CHARGES

- I. Account facilities will only be granted to those companies which have established credit facilities in advance.
- II. For any function (conference, wedding, banquet), where an invoice is issued and terms and conditions state that pre-payment or 25% deposit is payable to confirm the booking, payment is to be made by direct bank transfer only, to the account: The Izaak Walton Hotel Ltd, Sort Code: 309025; Account No: 19661960; reference invoice number.
- III. The Client agrees to pay all charges on the due dates failing which, interest will be charged daily at 2% over the Hotel Bankers Base Rate.
- IV. Any function for which advanced payment is overdue by more than 7 days may be cancelled by the Hotel and cancellation fees detailed in clause 7 will become payable immediately.
- V. If there are any queries on any part of an invoice, the Client will pay the undisputed balance of the sum owing on the date due and the remainder on the resolution of the query.
- VI. The company reserves the right to withhold or withdraw credit facilities at any time without notice.

4. ADVERTISING

If the general public are to be admitted to the function the Client should not use names or trade marks of The Izaak Walton Hotel Ltd. without prior written permission and must show all tickets posters and advertising material to the Hotel for approval in writing. In all other circumstances this information should be provided if so requested by the Hotel.

5. CLIENTS USE OF THE HOTEL

- I. The Client and persons attending the function shall:
 - a. Comply with all health and safety, licensing and other regulation relating to the Hotel.
 - b. Not carry out any electrical or other works at the Hotel, including amplification and lighting without the prior written consent of the Izaak Walton Hotel Ltd.
 - c. Not bring any dangerous or hazardous items into the Hotel and remove any such items promptly when requested to do so by a member of the Hotel management or any other authorised person.
 - d. Not consume any food or drink at the Hotel not supplied by The Izaak Walton Hotel Ltd. Or its authorised caterers with The Izaak Walton Hotel Ltd. Prior written consent.
 - e. Not act in an improper or disorderly manner, and leave promptly at the appropriate time and comply with any reasonable request by The Izaak Walton Hotel Ltd. Employees.
 - f. Show due consideration to guests staying in the hotel who are not attending the wedding or function.
 - g. The Client is ultimately responsible for the behaviour of their guests.
- II. Any person or item in breach of these conditions may be refused admission to or be removed from the Hotel.

6. CANCELLATION

- I. The Izaak Walton Hotel Ltd. May cancel the booking under the following circumstances:
 - a. If the Hotel or any part is closed due to circumstances outside its control.
 - b. If the Client becomes insolvent or enters into liquidation or receivership.
 - c. If the Client is more than 30 days in arrears with any payment to The Izaak Walton Hotel Ltd.
 - d. To avoid a breach of these conditions.
 - e. If it might prejudice the reputation of or cause any damage to The Izaak Walton Hotel Ltd.
- II. In such an event The Izaak Walton Hotel Ltd. will refund any advance payment made by (direct bank transfer only) but will have no further liability to the Client.

7. CANCELLATION BY THE CLIENT

If the Client cancels a reservation less than 12 months in advance The Izaak Walton Hotel Ltd. Reserves the right to claim the following sums unless a booking is obtained for the same dates from a third party on no less favourable terms. Outstanding payment or refunds will be transferred only by direct bank transfer from and to the Izaak Walton Hotel Ltd.

- I. Cancellation between 6 and 12 months in advance – 25% of room hire fee.
- II. Cancellation between 3 and 6 months in advance – 30% of the total anticipated charges.
- III. Cancellation between 1 and 3 months in advance – 50% of the total anticipated charges.
- IV. Cancellation of between 15 and 30 days in advance – 70% of the total anticipated charges.
- V. Cancellation between 7 and 14 days in advance – 85% of the total anticipated charges.
- VI. Cancellation between 3 and 7 days in advance – 90% of the total anticipated charges.
- VII. Cancellation less than 3 days in advance – 100% of the total anticipated charges.

In all instances notification of cancellation must be made in writing and will be effective on the date received by The Izaak Walton Hotel Ltd.

8. LIABILITY

- I. The Izaak Walton Hotel Ltd. Will be made liable to the Client and/or persons attending the function for injuries to persons or loss or damage to property, only where and to the extent that it has been negligent, but otherwise will be under no liability to them whatsoever.
- II. The Client will be liable for any loss or damage to the property of The Izaak Walton Hotel; including walls, light fittings and equipment (including items hired for their use) or injury to any person including the staff of The Izaak Walton Hotel Ltd. and indemnify The Izaak Walton Hotel Ltd. against any loss or liability (other than The Izaak Walton Hotel Ltd. liability in 1. above) arising from the function.
- III. The Client is advised to consider arranging insurance for the function covering public liability and loss or damage to its property and that of persons attending the function.
- IV. The Hotel is not responsible for any items left by the Client. Safety deposit boxes are available in all bedrooms.

9. GENERAL

- I. The Izaak Walton Hotel Ltd. will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least an equivalent standard at no additional costs to the Client.

- II. The Client shall not be entitled to assign the booking to any third party, nor utilise the Hotel's facilities, other than for the purpose stated over leaf without the prior written approval of The Izaak Walton Hotel Ltd.
- III. The Izaak Walton Hotel Ltd. reserves the right to pass on to the Client any additional costs incurred by them in respect of goods and services requested during the course of the function or caused by the Client not adhering to the agreed times of service.
- IV. Whilst the company has taken all reasonable steps to insure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.
- V. Not with standing any item contained in these Terms, the Company will not be liable for any failure to perform it's obligations to the Client in whole or in part as a result of the following circumstances:
 - a. Strikes
 - b. Other industrial Action(s)
 - c. Fire at or near the Hotel
 - d. Flood at or near the Hotel
 - e. Civil unrest, dispute or commotion
 - f. Act of God
 - g. Legal action against the company, not resulting from its negligence, preventing the supply of services.
- VI. No variation of these conditions shall be effective unless in writing and signed on behalf of both The Izaak Walton Hotel Ltd. and the Client.
- VII. This agreement shall be subject to the law of the country in which the Hotel is situated.

Customer Signature: _____

Izaak Walton Hotel Signature: _____