County Woodford Christmas 2013
Terms & Conditions

Deposits and Payment

a) Deposits are payable for bookings as follows unless otherwise varied or waived by the Hotel in writing:

On Booking: a non-refundable deposit, as determined by the Hotel of not less than 10% based on provisional numbers as detailed below:

26 weeks prior to the event a further 40%
35 days prior to the event the balance outstanding and payable

b) Prepayment is due within 7 days of receipt of pro-forma invoice.

c) Where payment is not made on departure or prepaid the full payment is due 30 days after completion of the conference.
d) If credit facilities are required an Account Request form must be completed at least 14 Days prior to the event date.
e) Credit/Debit card details are required to confirm a booking and a preauthorisation of 100% of the estimated value of the conference may be taken at the Hotels discretion prior to the booking arrival date.
f) Final numbers must be confirmed in writing no less than 7 working days prior to the conference/meeting whereby a Saturday and Sunday will not count as a working day.
g) Should numbers fall below those stated above the Hotel reserves the right to charge for the minimum numbers confirmed.

Cancellation

a) In the unfortunate circumstances that you have to cancel or postpone your confirmed booking, while the Hotel will make every effort to resell the space on your behalf, the Hotel reserves the right to charge a cancellation fee against the total contracted business.
b) All cancellations must be confirmed in writing.

Cancellation charges will apply as follows

Over 24 weeks' notice	Non-refundable deposit will be retained
Over 12 weeks but less than 24 weeks	25% Charge
Over 4 weeks but less than 12 weeks	75% Charge
Less than 4 weeks	100% Charge

Reservations

a) Should you have bedrooms attached to your event, the rooming list and final number should be advised in writing 28 days prior to arrival. Any changes after this date will result in 100% cancellation.