

Group booking Terms and Conditions for Sidholme Hotel as of 07/12

We are pleased to accept conference and meeting booking in advance of the event to give organisers the comfort of knowing that facilities will be reserved for their group. However, it is important that the organisers are as accurate as possible when estimating numbers for whom bedrooms will be reserved and the following conditions apply to each booking.

1. Provisional bookings must be confirmed within 14 days and a £100 non-refundable deposit paid.
2. If you wish us to book a coach for your group this initial non-refundable deposit will be £100 plus 50% of the cost of the coach hire.
3. 6 months prior to the date of the conference, or from the date of the booking if within 6 months, the numbers attending will be agreed with the Manager and a deposit of £10 per person deposit paid
4. One calendar month before the conference date the full account will become payable.
5. All payments are non-refundable.
6. Cancellations made with less than 1 month notice, ie after the final balance should have been paid, will be charged at full rate.
7. Any extras added after the account is raised, will be payable before departure unless otherwise agreed by the Manager.
8. We reserve the right to sell any additional space /rooms which are available in the hotel. Additions to the booking will be subject to availability of rooms.
9. Meeting rooms are allocated to your group on the basis of size as follows <30 people – Richmond Room, 30 – 60 people – Music Room, 60 – 70 people – Music Room + Richmond Room **or** Lounge, 70+ people Music Room, Richmond Room and Lounge. If on your arrival other meeting rooms are not in use these may be available for your group at the management's discretion. Should you wish to use more facilities than are allocated to your group please contact the hotel management before your arrival. Equally, if you do not need all the facilities available to you please let us know so we can make them available to others.
10. We reserve the right to match the size of group attending.
11. VAT at 20% is included in the terms quoted, but will be charged at whatever rate applies at the time of payment of account.
12. Guests unable to vacate the premises by themselves in case of fire must be accompanied by friends or relatives who can assist them.
13. Car parking is at owner's risk.
14. Dogs or other pets cannot be taken except for specially trained assistance dogs for people with disabilities.
15. Smoking is not permitted on the premises.
16. Bedrooms must be vacated by 10.00am on the day of departure. The meeting room can be used until 2.00pm
17. A free place, to the value of an annexe non-ensuite room, will be given for every 20 adults paying the full rate. There will not be any pro rata discounts for any variance on this number.
18. The hotel shall not be liable for any failure to provide, or delay in providing, facilities and service as a result of events and matters outside its control.
19. Should the hotel management, for any reason beyond their control, need to make amendments to a booking, we reserve the right to offer an alternative choice of facilities.
20. Should the client make significant changes to the expected number of guests, this may result in amendments in the applicable rates and/ or facilities offered by the hotel.
21. For the safety of all we ask that candles and incense are not burned on the premises.