



# THE BROMLEY COURT HOTEL

## **Conference and Banqueting Terms and Conditions**

The following conditions apply from the date of this letter. When we receive confirmation of a booking from you, you are accepting these conditions. In these conditions the hotel is Bromley Court Hotel and you are the person, firm or company booking the function at the hotel.

### **Payment**

You must pay all charges, including VAT at least 14 days before your conference starts (unless you agree credit terms with Bromley Court Hotel beforehand). Additional extras on the day are to be settled on departure.

You must pay for the function by cash, cheque, bankers draft or a credit card Bromley Court Hotel accepts. If you would like to apply for credit facilities please contact the hotel for an application form in advance of your event.

Please ensure that all pro-forma invoices are paid on receipt. Any questions concerning the final invoice should not affect your obligation to pay the final balance. The hotel may charge interest at the rate of 2% for each 28-day period you owe Bromley Court Hotel money.

### **Cancellation**

If you cancel a conference or function, Bromley Court Hotel will charge you the following amounts, which are based on an estimate for the event.

#### **Conferences**

- If you cancel more than 14 days prior to the start date– no charges incurred
- If you cancel less than 14 days prior to the start date – 100% of the room hire charge is retained.
- If you cancel less than 7 Days prior to the start date – 100% of the total contractual amount is retained (room hire & food and beverage).

### **Minimum Numbers**

A minimum number of attendees is agreed on the hotel booking contact, any changes are permitted up to 7 days prior to the start date. Should numbers fall short of this figure less than 7 days prior to the start date, you will be charged as per minimum numbers agreed.

### **Non Arrival Charges**

If bedrooms are reserved for your conference or function and are subsequently cancelled by you, or they are not taken up a cancellation fee will be charged.

### **Licensing and Other Laws**

Bromley Court Hotel must keep certain laws including those about fire precautions, entertainment and the consumption of alcohol. Everyone in the hotel must keep to these laws, a copy of which is held in the hotel. Equally nobody may behave in a way which could cause offence or discrimination. This agreement does not affect any of your rights under the Hotel Proprietors act 1956.

#### **Coats and Personal Property**

Bromley Court Hotel will not accept responsibility for loss or damage to your property, Cloakrooms will be provided for you and your guests. If you leave property in the cloakroom it is at



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your own risk, unless our staff deemed to have been careless and the property is lost or damaged as a result.

## **Equipment and Storage**

Bromley Court Hotel will help and store your equipment if possible but cannot accept liability for loss of, or damage to any equipment.

## **Third Party Insurance**

Bromley Court Hotel will not accept any responsibility for death, injury, disease, theft or damage to property: unless the hotel or its employees is found to be at fault. You should arrange your own insurance for the period of the event, there are special schemes available.

## **Damage**

You will be responsible for any damage you or any of your guests cause.

## **Corkage**

No wine or spirits may be brought into the hotel by clients or guests for consumption on the premises unless prior written consent of Bromley Court Hotel has been obtained, and for which a charge will be made.

## **Finishing Times**

Conferences must finish at the time agreed when the booking is made. An additional charge may be made if the function or conference goes on later than this. The law mentioned in Licensing and other laws must be adhered to.

## **Advertising**

If you wish to print details of the hotel or its phone number in any advertisements, please obtain Bromley Court Hotels permission.

## **General Liability**

The hotel will not be legally responsible if they do not provide the services in this contract due to the following circumstances:

- Industrial action by the company's employees
- Industrial action by the staff of one of the company's major suppliers
- Fire, lighting, explosion, riot and civil commotion, malicious damage, storm flood, burst pipes, earthquake and the hotel being hit by anything.
- Postal bookings which do not hit the hotel
- Breakdown of machinery, or any failure to supply the hotel with gas, electricity, water and so on, outside the control of the hotel.

If any of the above occurs the hotel will do their best to avoid any inconvenience to you or your guests.

You or the hotel cannot transfer the legal rights of the contract, which is governed by the laws of the United Kingdom.