

BEST WESTERN LANSDOWNE HOTEL  
CHRISTMAS BOOKING FORM

Please advise  
Booking type:

Date Required:

Number of People:

Contact Name:

Company:

Address:

Contact Number:

Pre Order Wine:

Accommodation  
Required:

Please see Terms and Conditions on reverse. Please check and sign when returning booking form.

TERMS AND CONDITIONS FOR  
PRE-CHRISTMAS FUNCTIONS

CONFIRMATION

All bookings must be confirmed in writing to secure a reservation. This can be sent by post, fax, or e-mail. Provisional bookings will be held for 7 days. The Hotel will release unconfirmed bookings after this period.

NUMBERS

An approximate guide regarding numbers must be given at the time of booking. Final numbers, wine choices and full pre-payment are required no later than 14 days prior to the event. Any reduction in numbers after this date will be charged at the full rate.

If confirmed numbers are less than 80% of the original number of people anticipated and stated at the time of original booking, then the charges made will be based on 80% of the original booking.

CANCELLATION

In the event of cancellation the following charges will be applied to the total estimated value of the business originally booked. Bedrooms will be charged at 90% of the booked rate, less VAT. Food and Beverage will be charged at 65% of the booked rate, less VAT. The scales of charges are:

From 61 to 90 days cancellation inclusive	25%
From 31 to 60 days cancellation inclusive	50%
From 15 to 30 days cancellation inclusive	75%
For 14 days or less cancellation inclusive	100%

PRICES

All prices are current and include service and VAT. Prices quoted will be fixed, barring circumstances beyond our control. VAT is subject to any increases or decreases set by the Government.

DEPOSITS (FOR PARTY NIGHTS ONLY)

A non-refundable deposit of £10.00 per person before 1st October 2010. Please note that this deposit is non refundable and non transferable to liquor or accommodation.

GENERAL

The Hotel is unable to allow outside catering. Corkage charges will be made should you wish to bring your own wines or other beverages.

The organisers will be responsible for any damage to the Hotel and its contents by their guests attending the event through misuse or abuse. Charges will be raised at full replacement cost, and additional charges may be raised to compensate for the loss of business incurred as a result of that damage.

In the unlikely event of any difficulties arising during your event, please bring to the attention of the Manager in charge of the function at the time, so that action can be taken immediately.

The Hotel Proprietors Act 1956 is displayed in Reception. The Hotel will not accept responsibility for any loss or damage to guests' property unless it has been deposited specifically with the Hotel management for safe keeping and a receipt obtained.

Please do not stick blue-tack, sellotape or any other type of adhesives to the walls or décor. Damage will be charged for.

I have read and accept the terms and conditions as detailed above:

Date:..... Name:.....

