

LLANSANTFFRAED COURT HOTEL CONFERENCE TERMS AND CONDITIONS

The following Terms and Conditions apply from the date of a confirmation letter. Verbal or written confirmation of a booking by the Client implies acceptance of these Terms and Conditions. In these Terms and Conditions the expression "the Hotel" means the Llansantffraed Court Hotel and the expression "the Client" means the person, firm or company booking the function at the Hotel.

1 Payment

Payment shall be cash, cheque, bankers draft or such credit cards as are recognised by the Hotel.

The Hotel reserved the right to require payment of a deposit at any time prior to the holding of a function or conference, the amount of which will be determined by the Hotel should the client fail to pay such deposit within seven days of being requested to do so, the Hotel may treat the booking as having been cancelled by the Client. Full pre payment of all charges including v.a.t must be made or credit terms agreed with the Hotel, 14 days prior to the commencement of the function or conference.

All sums pursuant to this agreement are due for immediate payment on presentation of an invoice. Any query concerning the agreement or the charges made shall not affect the Client's obligation to pay all outstanding balances immediately. The Hotel reserves the right to charge interest at the rate of 4% for each 28 day period, or part thereof, on any outstanding balance.

2 Cancellations

If the Client cancels a conference or function, the following charges will be due. In each case the percentage charges applies to the estimated total account for the event.

a) Residential and Non- Residential Conferences	
For cancellations between 52 weeks and 12 weeks prior to the start date	50%
For cancellations between 12 weeks and 4 weeks prior to the start date	80%
For cancellations between 4 weeks prior to the start date	100%
b) Functions	
For cancellations between 26 weeks and 12 weeks prior to the start date	50%
For cancellations between 12 weeks and 4 weeks prior to the start date	80%
For cancellations 4 weeks prior to the start date	100%

The Hotel will endeavour to re-let the allocated conference or function space and any related bedrooms, and a reduction of the cancellation charge may be made if the Hotel is successful.

3 Non Arrival Charges

Bedrooms reserved in conjunction with a conference or function and subsequently cancelled or not taken up will be subject to the cancellation policy set out in paragraph 2.

4 Licensing and Statutory Regulations

The Hotel, and functions and conferences within it, are subject to Statutory Regulations including those relating to fire precautions and entertainment. The regulations must be strictly observed and a copy is available from the Hotel. The provision of the Licensing Act 1964 as amended must also be observed in England and Wales and in Scotland Licensing Act 1976.

5 Third Party Insurance

The Hotel accepts no responsibility for the death, bodily injury or disease from any cause whatsoever to:

- a) Persons visiting the Hotel and/or the allocated rooms on behalf of, at the invitations of, or at the request of the client, whether such death, injury, or disease occurs within the allocated rooms or in any part of the Hotel.
- b) Persons employed by the Client during the period of hire, whether such death injury or disease occurs within the allocated rooms or in any part of the Hotel.

Except for legal liability arising due to negligence of the Hotel, its employees, servants representatives or agents

6 Hotel Proprietors Act 1956

This agreement does not affect any rights which the Client may have under the Hotel Proprietor's Act 1956 where the act applies

7 Equipment and Storage

The Hotel will assist Clients, where reasonably possible, with storage of equipment etc. The Hotel does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like.

8 Professional Bodies

The Hotel reserves the right to object to the employment by Clients and guests of any photographer, toastmaster, band, musician or other persons in connection with any function or conference and will, without obligation be pleased to give customers and guests the benefit of their advice or recommendations in this connection.

9 Corkage

No wines or spirits may be brought into the Hotel rooms by the Client or guests for consumption on the premises unless the prior consent of the Hotel had been obtained, and for which a charge will be made.

10 Finishing Times

Functions and conferences are required to finish at the time agreed when the booking is made. Extensions to this time may be chargeable and are at the sole discretion of the Hotel and are in any event subject to the statutory Licensing regulations referred to in Clause 4.

11 Re-Confirmation

The Client shall notify the Hotel not less than 21 days prior to the function or conference the anticipated number of guests attending. The size of the function space allocated is based on the expected number of attendees and, should this figure be less than 95% of the number first booked, the Hotel reserves the right to change the allocated function space or charge a surcharge. The final number must be notified to the Hotel no less than 7 days prior to the function or conference. The amount payable by the Client shall be calculated on this final number or the number actually attending, whichever is greater.

12 General Liability

The Hotel will not be liable for any failure to provide the services contracted in the following circumstances:

- a)
 - i) Industrial action by the Hotel's employees.
 - ii) Industrial action by the staff of a major supplier.
 - iii) Fire, Lightning, aircraft impact, explosion, riot and civil commotion, malicious damage, storm, tempest, flood, burst pipes, earthquake and impact.
 - iv) Postal bookings which do not reach the Hotel
 - v) Breakdown of plant, or any failure to supply the Hotel with gas, electricity, water services etc.

Without prejudice to the foregoing and without incurring any liability against them, the Hotel undertakes to take all possible action to alleviate any such inconvenience.

- b) This contract shall not be assignable.
- c) This contract shall be governed by, and construed in all respects, in accordance with the law of the country in which the Hotel for which the booking is made is situated and the Client submits to the exclusive jurisdiction to the courts of such country.

13 Damage

The Client shall be responsible for any damage caused to the allocated room(s), or elsewhere within the Hotel and its grounds or the furnishings, utensils and equipment therein by any act, default or neglect of the Client including by any sub-contractor or guest of the Client and shall pay the Hotel on demand the amount required to make good or remedy any such damage.

14 Advertising

Clients wishing to print details of the Hotel or its telephone number in any publication or advertisement must obtain the permission of the Hotel prior to doing so.

15 Insurance

No responsibility whatsoever is accepted in respect of theft, injury or disease to delegates or visitors, nor for loss or damage to property of any kind:less arising as a legal liability for negligence by the Hotel, or employees, or representatives or agents. Clients should arrange their own insurance for the period of the conference or function. Special schemes are available.