

Daily delegate package

To include:-

- Morning coffee on arrival with Danish pastries
- Mid-morning tea, coffee and biscuits
- Choice of restaurant, buffet or working lunch
- Afternoon tea, coffee and cake
- Mineral water
- Stationery
- Daily newspapers
- Hire of main meeting room
- £95.00 per delegate

Weekend daily delegate package

As daily delegate package

From £75.00 per delegate subject to availability

24 hour delegate package

To include:-

- Daily delegate package
- 3 course dinner in restaurant or private suite
- Overnight accommodation
- Full English breakfast
- Use of gym

Provisional bookings will be held for a period of ten days, after which time the space will automatically be released, unless an extension has been agreed.

We reserve the right to request a deposit upon confirmation. Full payment is required prior to the event, unless a credit facility has been granted.

All accounts are payable in GDP sterling. Accounts are payable on receipt of invoice. Payment for credit account customers is due within 28 days of invoice.

Cancellation by Client

In the event of all or part of the services being cancelled, (which must be in writing), the following charges will be paid by the client.

Bedrooms - Cancellation / reduction

1. Guests with valid room reservations who do not arrive on the day of Reservation will be considered “no shows” and the applicable room rate for the nights reserved will be charged to the client’s account regardless of whether the client or the individual guest is supposed to settle the room account.

2. If any of the rooms reserved against the highest of either a signed contract or rooming list are cancelled within 21 days of the scheduled arrival, the applicable room rate for each room night cancelled will be charged in respect of those rooms, and cancellation charges will be billed to the clients account. This is regardless of whether the client or the individual guest is supposed to settle the room account.

3. If more than 20% of the bedrooms originally reserved are cancelled within 90 days of the scheduled arrival, the applicable room rate for each room night over 20% cancelled will be charged in respect of those rooms, and cancellation charges will be billed to the clients account.

Meetings & Events - Cancellation / reduction

1. In case of a reduction or cancellation of attendees within 21 days of the function a cancellation charge of 100% of the highest of either the booked or contracted number of attendees, lunch or dinner guests, delegates paying a daily delegate rate or REH’s current room rental rates will be charged to the clients account

2. In case of a reduction or cancellation of attendees of more than 20% of the number originally booked, within 60 days of the function, a cancellation charge, to include extra anticipated charges, of 75% of the highest of either the booked or contracted number of attendees, lunch or dinner guests, delegates paying a daily delegate rate or REH’s current room rental rates on the amount over 20% will be charged to the clients account.

3. In case of a reduction or cancellation of attendees of more than 20% of the number originally booked, within 90 days of the function, a cancellation charge, to include extra anticipated charges, of 50% of the highest of either the booked or contracted number of attendees, lunch or dinner guests, delegates paying a daily delegate rate or REH’s current room rental rates on the amount over 20% will be charged to the clients account.

4. REH reserve the right to release or reallocate conference and banqueting space proportionately should the bedroom accommodation or number of delegates or guests attending a function booked or contracted reduce by more than 20% of the number originally booked.

The Hotel may cancel the booking if:

1. The Hotel or any part of it is closed due to fire, employee dispute, alteration, decoration by order of any public authority or due to circumstances out of its control.

2. The Client becomes insolvent or enters into liquidation or receivership.

3. The Client is more than 28 days in arrears with any payment to the Hotel.

4. If it might prejudice the reputation of the hotel, at the management’s discretion entirely,

5. If any confirmation or advance deposit is not received by the due date

6. To avoid a breach of these conditions

General

The Hotel shall not be responsible for the damage or loss of any merchandise or articles left in the Hotel, prior to, during, and following your function. We remind you that when bringing in valuables including audio-visual Equipment you do so at your own risk. The hotel accepts no responsibility for loss or damage to any valuables left on the premises. We recommend that you insure yourself against any loss or damage.

The Client will be liable for the cost of repairs carried out as a result of any damage caused to any part of the Hotel or the equipment by negligence, wilful act or default of any person invited by you or on your behalf to the Hotel.

The Client agrees to pay the Hotel for any food, beverage or any other service not pre-arranged but made available on request of the Client.

In the event that extra charges not normally payable by the client are not settled by the individual guest on departure, the client will become liable for all such charges.

In the event of any queries, 90% of the outstanding amount must be paid by the due date. Upon settlement of the outstanding query, the remaining balance must be paid forthwith.