

BOOKING TERMS AND CONDITIONS

The following procedure is a comprehensive guideline to assist you with your forthcoming plans and arrangements.

1. Provisional

You can reserve your preferred date for up to 14 days. You are under no obligation and this gives you the time to discuss and co-ordinate your ideas.

2. Confirmed

Written confirmation is required for all bookings and a non-refundable deposit of £500.00 is also required, £300 for banqueting packages

3. Final Numbers

Please advise your final numbers 2 weeks prior to the event.

4. Catering

It is the policy of The Galleon Hotel not to under cater in any circumstances.

5. Payment

An interim payment of 50% of the estimated balance to be paid 6 months prior to event for all day & evening wedding celebrations. The final balance should be paid 2 weeks prior to the event. Any additional charges incurred on the day of the event or after the invoice has been sent out to you are due for payment at the time unless you have arranged credit facilities with the hotel

6. Cancellations

In the event of cancellation, charges will apply. The percentages will be calculated on our estimate of estimated booking value based on your numbers last confirmed.

*With 6 months notice or less 50%

*With 12 weeks notice or less 75% *With 4 weeks notice or less 100%

Cancellation **must be in writing** to the Sales Office Supervisor and a receipt of this will be issued to confirm the cancellation.

7. Cancellation by the Galleon Hotel

We reserve the right to cancel your booking if:

- a) You become insolvent or in the case of an individual, become subject to bankruptcy petition
- b) The booking might damage the reputation of the hotel.

In these circumstances, any advance payments will be returned, but the Hotel would not have any other liability.

8. Insurance

In common with all Hotels we do not insure any items you bring onto the premises (such as wedding presents, audio visual equipment etc). We therefore suggest that if you plan to leave any items unattended during your stay, you need to check that you have arranged adequate cover against their damage or loss.

9. Use of hotel

You will need our consent if:

- a) You wish to use amplification, lighting or similar electrical equipment in the hotel
- b) You wish to attach items to the walls, floor or ceilings
- c) You wish to use outside suppliers to supply any equipment, or other services

10. General

- a) We reserve the right to alter prices without notification. Prices are as stated and are not negotiable
- b) We reserve the right to change the room/s being used should numbers drop or any unforeseen circumstances arise.
- c) Should any delegate or guest be unable to correct any aspect of poor behavior or activities unacceptable to the Hotel, we reserve the right to terminate your stay. Should this occur no monies would be refunded to you.
- d) The client must reimburse the costs of repairing any damage to the property, contents or grounds by any guests to the hotel.
- e) No wines, spirits or food brought into the hotel may be consumed.
- f) The Hotel's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Hotel.
- g) The Hotel must comply with certain licensing and statutory regulations and requires the Client to fulfill their obligations in this respect.
- h) Prices include V.A.T. unless otherwise specified. This shall be at the rate prevailing when confirmation of the booking was received and is subject to alteration should the rate change.
- I) Any equipment that the Hotel needs to hire in for an event includes delivery, insurance and collection fees.