

Please sign and return confirmation Reports & Contracts

The Manor Conference and Banqueting Terms and Conditions

1. This form represents your confirmation for your forthcoming function. Please read through the event sheet and accept these conditions by signing below and returning them to us as soon as possible.

2. Please note we operate the following conference, banqueting and accommodation cancellation charges.

Cancellation with more than 32 days notice will incur an administration fee of 15% of estimated charges

Cancellation received with 31-22 days notice - 50% charges

Cancellation received with 21-11 days notice - 90% charges

Cancellation received with less than 10 days notice - Full Charges

The hotel will use its best endeavours to re-let accommodation. In such cases no charges will be made.

3. A Non-refundable deposit of 50% will be required to confirm your booking and paid directly to Weston Country House Limited. The balance will then be due for settlement 14 days prior to the event, all extras and incidentals taken or consumed on site to be settled on departure.

Account Number: 10553147- Sort Code: 09-02-22

4. The hirer shall pay for any loss or damage to any part of the hotel premises, or to any fixtures, fittings and equipment which are caused by the hirer, his guest or paid servants. We will not be held responsible for damages to any article

5. The Hirer and all persons attending must comply with all requirements of the licensing act 2003, together with all statutory instruments since enacted.

6. The hotel shall not be responsible for any failure to provide facilities contracted for; in the events of its being prevented as a result of Force Majeure or any other cases beyond its control.

Clients signature of acceptance: _____

Company Name: _____

Print Name: _____

Date : _____

Companies signature of acceptance: _____

Print Name: _____

Position : _____

Date : _____