



## Terms and Conditions

**Booking Policy:** Credit or Debit Card details are required to secure your reservation.

**Reservation Details:** Please check all details in the confirmation letter and inform us immediately of any necessary amendments. Contact us by email [reservations@themanorweston.co.uk](mailto:reservations@themanorweston.co.uk) or by phone 01869 352 119.

**Cancellation Policy:** Should you wish to amend your reservation please advise the hotel directly 48 hours prior to arrival to avoid any charges. To cancel your booking we require 72 hours notice prior to arrival day.

**Payment:** We accept: Cash, Cheque (accompanied by a valid guarantee card), Visa, Mastercard, Maestro and American Express. Accounts to companies must be confirmed on Company Letterhead with correct contact name and address, received by the hotel 5 working days prior to arrival.

**Restaurant:** The Restaurant opens at 6pm to 10pm, bar meals are available from 6pm to 10pm, for dinner reservations please contact us on 01869 350 621.

**Table Reservations:** We strongly recommend booking your table minimum 48 hours prior to your arrival. Please contact our reception team by phone 01869 350 621 or email [house@themanorweston.co.uk](mailto:house@themanorweston.co.uk)

**Smoking Policy:** The hotel is a non smoking complex. Anyone who doesn't comply with our No Smoking policy will incur a cleaning charge of £250 automatically to your account.

**Check-in Time:** Our check in time is 3.00pm. Should you wish to arrive prior to this time we are unable to guarantee a room will be ready unless the room had been pre-registered from the evening prior to arrival. This will incur an additional night's charge. If you do not wish to pre-register any early arrivals will be subject to availability.

**Check-out Time:** Check Out by 11am.

**Website:** For further information on the hotel, directions with a Route Planner, What's On, Menus and Wine Lists please visit our website [www.themanorweston.co.uk](http://www.themanorweston.co.uk)

**Parking:** Parking is available complimentary to all hotel guests.

**Directions:** Please visit our website <http://www.themanorweston.co.uk/contact/location>

### 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: 32088436 - Sort Code: 40-46-09**

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.

Client's signature of acceptance: \_\_\_\_\_

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date : \_\_\_\_\_

Companies signature of acceptance: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_