

THE BELFRY Terms and Conditions

TERMS AND CONDITIONS FOR NON-CORPORATE AND INDIVIDUALS
 GROUP ACCOMMODATION, EVENTS, CONFERENCES & FUNCTIONS

1. CONFIRMATION

The Agreement must be returned by the Client and received by the Hotel within five working days of the date of issue or, if such time is not available prior to the date of arrival, within a maximum of 24 hours. If the Hotel does not receive the Agreement within this period, the Hotel reserves the right to release the provisional booking and re-let the facilities.

Should the client make significant changes to the programme or the expected number of delegates, the Hotel reserves the right to amend the rates and/or facilities offered.

Any delegates who do not arrive, or who depart early will be charged at 100% of the delegate rate or rates quoted for nights of non-attendance.

2. TERMS OF PAYMENT

i. Deposits

The client must pay the deposit or full pre-payment(s) specified in the contract under 'account instructions and charges'. Should the client fail to pay the requested deposit or pre-payment within 7 days of the due date, the hotel may treat the booking as having been cancelled by the client. Deposits are neither refundable nor transferable.

ii. Credit Facilities

Where the events contracted spend is excess of £5000, credit facilities with The Belfry can be requested. Applications must be received at least 21 days prior to your event and accounts cannot be forwarded without prior arrangement.

iii. Final Payment

Clients not having credit facilities with The Belfry are required to make full prepayment of the total estimated charge at least 30 days prior to the event start date and settle any extras on departure. If credit is granted, full payment of any outstanding balance must be made within 21 days – any queries will not affect the immediate payment of the remainder of the account. Thereafter, we reserve the right to charge interest on the balance outstanding at the rate of 3% above the Bank of England base rate. No allowance or refund can be made for meal or other elements not taken within the agreed package rate.

v. Amendments or Cancellations by the Hotel

The Hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of:

- Any occurrence beyond the reasonable control of the Hotel which shall prevent it from performing its obligations in connection with the booking.
- If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel.
- If the client is more than 30 days in arrears of previous payment to The Belfry.
- If the Hotel becomes aware of any alteration in the Client's financial situation.

3. AMENDMENTS AND CANCELLATIONS

- In the unfortunate circumstance that you have to cancel or postpone your confirmed booking at any time prior to the event cancellation charges will be made as follows:

Cancellation/Partial Cancellation/Postponements

Period of notice	Charge
366 days or longer	10% of rates quoted
Between 183 and 365 Days	25% of rates quoted
Between 113 and 182 Days	50% of rates quoted
Between 57 and 112 days	75% of rates quoted
Between 29 and 56 days	90% of rates quoted
Within 28 Days	100% of rates quoted

Value added tax is deducted from cancellation charges.

- Any cancellation, postponement or partial cancellation should be verbally advised to the Hotel in the first instance and you will be advised of a cancellation reference number. All cancellations must be confirmed in writing and the facilities you have reserved will not be cancelled until this is received and acknowledged.

Definitive cancellation charges due can only be confirmed to you after the intended date of your event.

4. SUPPLY OF INFORMATION

- A full rooming list/delegate list is to be supplied to the Hotel 15 working days prior to the event. For the avoidance of doubt, the submission of this list only serves to provide names of delegates attending the conference and does not affect the number of rooms contracted with the Hotel.
- Any amendments, including additions, cancellations, extension to stay must be notified in writing by the Client and confirmed by the Hotel.

5) GENERAL

- The Clients shall be responsible for the orderly conduct of its delegates, and shall ensure that its delegates have regard to any regulations imposed by any competent authority, and that nothing shall be done which will constitute a breach of the law. The Client shall fully indemnify the Hotel against any claims, or loss or damage arising as a result of breach of this clause. Prior written approval must be obtained if you wish to fix items to the walls, floors or ceilings. The Hotel will hold the Client responsible for any damage caused through negligence by the Client, the Client's guests or the Client's contractors. An inspection of the premises before and after the event may be requested by contacting the Duty Manager.
- Where any facilities or services are booked, the Hotel will not be liable to make any refunds should the delegates fail or refuse to use them for whatever reason and full payment must be made. Where the Hotel is requested to book facilities and/or services on behalf of its clients or their delegates with third parties, it will do so in good faith but cannot be held liable should the standard of those services prove deficient, nor for the acts or omissions of such third parties.
- Only food and beverage purchased from the Hotel may be consumed on the premises. If food or beverages are brought into the Hotel for consumption, a charge will be made equal to the Hotel's selling price for that or an equivalent product, which shall be in the absolute determination of the Hotel.
- Bedrooms and meeting room space is offered to the Client for their exclusive use and for their affiliates and is not for resale to non-affiliated parties unless by prior arrangement with the Hotel.
- The event must start and finish at the times specified on the contract. Changes to the times must be agreed with the Hotel.
- It is strongly recommended that you take out event insurance. Please contact your preferred broker.
- Please ask for a copy of our Golfing terms and conditions (if

Golf Division Terms and Conditions

Handicaps

- Handicap restrictions of 24 for gentlemen and 32 for ladies and juniors apply to The Brabazon and the PGA National golf courses. There is no handicap restriction for The Derby golf course.

Dress Code & Etiquette

- The Rules of Golf and The Belfry Golf Course Etiquette must be adhered to at all times on the golf courses and putting green – this document is displayed at Golf Reception and with the Starter.
- No denim/jeans are allowed. Trousers or tailored shorts only to be worn (no combat style trousers or shorts allowed) and **all** shirts must have a collar or a mock neck and must be worn tucked in (no round neck T-Shirts permitted) – short socks are permitted with shorts.
- Golf shoes only are permitted on The Brabazon, PGA National and Derby golf courses – spiked shoes are **not** allowed in any part of the resort with the exception of the Golf Centre including Sam's clubhouse. Soft spikes can be worn throughout the resort.
- Pitch marks must be repaired, divots replaced and bunkers raked.
- Anyone acting in a dangerous or disruptive manner or not following The Belfry Golf Course Etiquette may be asked to leave the golf course, driving range or putting green and no refund can be made.

Tee Times

- Golfers to be on their starting tee 10 minutes before their allotted tee time.
- All golfers are expected to play from the 1st tee, unless otherwise instructed.
- The Belfry reserves the right to amend any tee time.
- The Belfry reserves the right to make all groups into four balls.

Golf Bag Storage

- Golfs bags are not permitted in the hotel public areas or bedrooms, so we do ask that you make full use of this facility or alternatively store bags in cars until needed

Buggies and Trolleys

- The hire of golf buggies and pull trolleys is sold in good faith at the time of making a reservation.
- The Belfry reserves the right to restrict / ban the use of golf buggies and trolleys, in accordance with weather conditions prevailing at the time. Exemption from this can only be granted on production of a valid Doctor's certificate. (In extreme weather conditions, a total ban will be enforced).