

Terms And Conditions Of Booking

TERMS & CONDITIONS of contract relevant to Conferences, Banquets, Functions and Lettings (hereinafter referred to as 'the event') on the date of

These terms and conditions are between:

1. and
of.....
(hereinafter referred to as 'the clients'); and
2. **Everest Hotels Ltd**, T/A The Manor Hotel, Brecon Road, Crickhowell, Powys, NP8 1SE
(hereinafter referred to as 'the venue').

CONFIRMATION

All bookings must be confirmed in writing by the customer to secure reservations. Changes to the contract must be made in writing. Private parties and receptions are required to pay a non-refundable deposit of £500.00 followed by a further £500.00 six months prior to the event. For Function bookings made more than 12 months in advance, an anniversary deposit of £500.00 will be required 12 months prior to the actual booking.

THE CONTRACT

All bookings are dealt with and thereafter processed by the hotel completing a Contract Form, a copy of which will be sent to the client within five working days of the date of the intimation by the client of the confirmation of the booking. The client will be obligated to respond in writing by signing and returning the contract within five working days of receipt. The date of receipt shall be deemed to be 48 hours after the date of the postmark. Confirmation cannot be assumed by the Client until a signed contract is received by the Hotel. Written confirmation of receipt of your signed Contract will be sent by the Hotel.

PRICE ASSURANCE

All prices are current and inclusive of VAT, unless otherwise stated. The management wishes to point out that, whilst every effort will be made to maintain the current prices they are subject to alteration in line with VAT and other government charges.

PAYMENT

A Pro-Forma invoice will be sent out by the Hotel listing the full cost of your booking, which can be paid in amounts suited to yourselves prior to the Twenty- one days preceding your event. Full payment is due twenty- one days prior to the event, by cash, cheque or bankers draft. After full payment all incidental expenses incurred on the day of the event will be paid before departing from the hotel.

Payment terms may be varied only by agreement with the hotel in writing. Failure to pay timorously will result in interest at the rate of 4% per annum above Barclays Bank PLC rate from due date.

The hotel reserves the right to withdraw credit facilities which may be in existence without explanation.

If payment is being made by credit card then this will be liable to a 3% Surcharge

The hotel allows only biodegradable confetti and may apply a cleaning charge of up to £200.00 at the hotels discretion.

VARIATION OF TERMS AND CONDITIONS AS CONTAINED IN THE CONTRACT FORM

All wedding/functions will be required to take all 11 rooms above the function room unless otherwise agreed in writing by the Hotel. All Events occurring on a Saturday will be required to book minimum numbers of 75 guests for the "Main Meal" and 120 guests for the "Evening Food". Where an Event does not require "Evening Food" a room hire charge will apply. "Evening Food" does not constitute a "Main Meal" for the purposed of the above. "Evening Food" must be booked for the full number of guests attending. Items from the "Midnight Munchies" range do not constitute "Evening Food" for the purposed of the above.

CHANGE IN NUMBERS

It is the obligation of the client to provide details of final numbers attending the event when requested to do so by the hotel and, in any case not less than 25 working days before the event (Saturday and Sunday are excluded as working days).

Should the clients desire to increase the previously agreed numbers it will be solely at the discretion of the hotel as to whether any increase will be permitted.

Should there be any diminution in numbers from those intimated as above, the hotel reserves the right to charge in full.

MINIMUM NUMBERS

Saturday weddings are required to bring a minimum of 75 guests. Friday and Sunday weddings are required to bring a minimum of 60 guests and take all rooms for one night.

CLIENT/GUEST USE OF HOTEL

The hotel has statutory obligations and without prejudice to that generality such as those incumbent upon the hotel relating to Liquor Licensing, Fire Regulations, Health & Safety and others. It is therefore the obligation of the clients and their guests to comply with these requirements as may be directed and enhanced by staff at the hotel.

Consumables must be as supplied only by the hotel authorised agents and without prejudice to the foregoing generality also excludes the consumption of prizes won at any event.

Clients and their guests shall not act in an improper disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the hotel personnel.

LICENSING HOURS

Function Bar closing times are as follows, unless extension has been applied for:

Monday - Saturday 12.00am (Depart by 12.30am)

Sunday - 11.00pm (Depart at 11.30pm)

All events requiring a bar extension must comply with hotel rules that all rooms must be booked by the customer, along with a £50.00 extension charge for 30minutes or £100.00 for 30 minutes of additional music and 1 hour bar. The bar will close at the time specified above unless prior arrangement is made in writing with the Hotel. The Hotel reserves the right to apply the above times to all guests whether resident or otherwise.

EXCLUSIVE USE

When booking an event, this gives use of the event room only additional charges for exclusive use are as follows and is available from 3pm onwards.

- £1550.00 for sole use of the ground floor public areas and all 22 bedrooms priced at £90 bed and breakfast for one night, payable by guests on depart
- £3500.00 for sole use of the ground floor public areas and all 22 bedrooms

Please note we do have a private member's leisure club, which is not effected by the above)

Once Exclusive Use has been confirmed in writing it MUST BE TAKEN and cancellation of this option will result in full charge.

CANCELLATION BY THE CLIENT

In the event of a cancellation by the client, the following charges will apply;

- Over 12 calendar months Loss of £500.00 deposit
- 12 months to 6 months 50% of the estimated cost
- 6months to 2 months 75% of the estimated cost
- 2 months or under 100% of the estimated cost

6 months prior to your function the hotel must have sufficient information to provide the guest with a pro forma invoice indicating the estimated cost

of your function. Failure to provide this information will result in the invoice being based on the charges relating to Menu A and Drinks Package 1

for the day function and £15.80 (or applicable rate) per person for the evening function.

CANCELLATION BY THE HOTEL

The event may be cancelled by the hotel should any of the following circumstances occur.

1. The hotel or any part of it is closed due to circumstances beyond the control of the hotel.
2. The insolvency of the clients.
3. Where a deposit and instalment payments are being made to account for any future event, then should there be arrears outstanding for more than seven days the company reserves the right to cancel the contract.
4. Any other circumstances which in the sole opinion of the hotel, would lead to the reputation of the hotel being damaged or damage being caused to the property of the hotel. In the event of cancellation by the hotel, the hotel will refund any advance payments subject to costs involved, and absorb itself from any further liability. In all instances of intimations of cancellations must be made in writing and will be effective on the date it is received by the hotel.

ESTIMATED FINAL NUMBERS

If the final numbers, which must be received by the hotel no less than two months prior to the event, decrease by more than 20% below the original

figure, a charge of £10.00 per person will be deducted from the £500.00 deposit. Should there be any decrease in the numbers from those in the pro-

forma invoice; the hotel reserves the right to charge in full. If the final numbers are extra to the pro-forma invoice, these will be charged at the full

rate. All extra charges incurred to be paid before departure from the hotel. All weddings are requested to be seated before 4.00pm.

ACCESS TIMES

Reservations confirmed on a day rate are accepted on the basis that access to the room is limited to the period between 8.00am and 6.00pm unless

previously agreed by the hotel and acknowledged in writing. Function rooms booked in series may be let for evening sessions by prior written arrangement. Unless this is arranged in advance the room will require to be cleaned in order to fulfil any other contract.

GENERAL

The client shall be liable for any loss or damage to the property of the hotel, its patrons or any item within the hotel, whether in the ownership of the hotel or not.

The hotel will take all reasonable steps to fulfil its obligation in respect of any event, to the best of its ability and in accordance with the details provided, but it reserves the right to provide alternative services of at least the equivalent standard and at no additional cost to the client.

Notwithstanding the above terms and conditions, the hotel will not be liable for any failure to perform its obligations to the client in whole or in part

as a result of any of the following circumstances:

- Strikes or industrial action
- Flood
- Acts of God
- Fire
- Civil commotion
- Failure of service

Prices quoted are subject to annual review, the hotel reserves the right to alter prices without notice. This is also applicable to confirmed bookings.

Price increases, which will be in line with economic circumstances, will not result in clients to rescind from contracts. The hotel reserves the right to

add any new or additional tax imposed by lawful authority, which was not known at which time the contract was made. The attention of the clients is

drawn to the notices relevant to The Innkeepers Liability Act and other displayed in the hotel and also car park with regards to exclusion of liability

by the hotel.

In connection with any event at which any form of entertainment is to be provided this will be entirely the responsibility of the client. In the case

of wedding plans it is possible to arrange Wedding Plan Insurance for your Wedding Receptions, in the event of any one of the above clauses being

brought into effect either by the client or the hotel. This insurance could even cover your honeymoon. The hotel does not supply this insurance service.

Signed (Bride)

Signed (Groom)

Signed (On Behalf of Hotel)