

**LAVENDER HOUSE HOTEL CONFERENCE**

**TERMS AND CONDITIONS**

1. *Upon the booking of the conference the client will pay a deposit of £60 to secure the date of booking regrettably this is non-refundable at discretion in the event of a cancellation. The Hotel reserves the right to take an alternative booking should the deposit not be forthcoming within a three week period of the booking being taken.*
2. *If accommodation is required the clients delegates will pay for the room unless the hotel is otherwise advised.*
3. *The Balance of the invoice will be sent to the client after the conference date.*
4. *Cancellation Charges*

<i>10 days</i>	<i>30% of the estimated cost is payable</i>
<i>7 days</i>	<i>50% of the estimated cost is payable</i>
<i>48 Hours</i>	<i>100% of the estimated cost is payable</i>
5. *The client or appointed person must be responsible for any belongings brought into the hotel, for example, equipment, personal property, cars. The hotel cannot be held responsible for loss of any items left unattended.*
6. *The Client will be held responsible for any unacceptable damage or theft occurring to the hotel building, fixtures and fittings.*
7. *Should in the unfortunate circumstances an item of produce on the chosen not be available, the hotel reserves the right to make a substitute in this instance.*
8. *All Prices are excluding Value Added Tax at the current rate of 15%, this is subject to alteration without notice should the current rate differ*