

## **Tribute Events**

### **Booking & Payment**

1. All provisional bookings must be confirmed with a paid deposit within 7 days of booking. If payment is not received as confirmation, the booking will be released without notice. Deposits are required in the amount of £10.00 per person and are non-refundable and non-transferable.
2. All bookings must be paid in full 4 weeks before the event date. All payments are non-refundable once paid. If you book within 4 weeks of your event date, you will be required to pay the balance in full at the time of booking.
3. You may add guests to your booking at any time (subject to availability). Should you need to reduce numbers in your party you will not receive a refund for any monies paid.
4. If the final amount is not settled by the due date (as stated above), the hotel reserves the right to cancel the booking.
5. In the unlikely event that we need to cancel a party, we will make you aware and offer you an alternative event or refund as we see necessary.
6. Minimum age for a person attending our party nights is 18 years.
7. Management reserves the right to refuse entry to anyone whose behaviour affects the health and safety of the hotel and its occupants.
8. Minimum payment by cheque is £20.00 (one organiser cheque per party). We accept payments by cash, cheque and debit card.

### **Food, Drinks and Use of Facilities**

1. Only alcohol purchased at the hotel can be consumed on the premises.
2. Any alcohol brought onto the premises for consumption or gifts, will be confiscated by a manager and not returned until check out.
3. In the Function Suite, tables under 10 may be shared.
4. We cannot guarantee any seating / table requirements, although every effort will be made to honour each request.

5. It is the responsibility of the organiser to ensure that everyone in your party is aware of these terms and conditions. Extra copies are available on request. All details are correct at time of print, although can be amended without notice.
6. Check in time will be 3.00pm and check-out time is 12.00pm.
7. You will have use of the leisure facilities, including the pool from 3.00pm on the day of check in, up until 12.00pm on day of check out.
8. You will be provided with towels for pool usage, however should you want the use of a Robe and slippers throughout your stay at the hotel, this will incur an additional charge of £5.00 per person.
9. Only food purchased at the hotel can be consumed throughout any public areas of the hotel, including gardens and outdoor areas.
10. Access to the chill-out lounge is restricted to those persons who have spa packages booked.