

secretarial work, e-mailing, dry cleaning
international/national telephone lines.

TERMS & CONDITIONS

1. All bookings must be confirmed in writing to The Close Hotel within 14 days of the booking being made. The Close Hotel has the right to cancel/release any booking not confirmed with a deposit.
2. The customer will be required to pay a non ~ returnable deposit of £500 or 10% of the Pro~Forma account, whichever is the greater, upon confirmation of the booking. In the event of non payment of the deposit within the time specified, the hotel may cancel/release the booking.
3. **Full "Pro-Forma" payment is required four weeks prior to booking commencement unless otherwise agreed.**
4. Any confirmed booking cancelled within six weeks of the date of the function, will be liable to the full pro-forma charge but not greater than the total anticipated loss of revenue to the hotel.
5. Guests with confirmed bedroom reservations who are not resident on all the nights booked will be charged as non-arrivals and liable for the full applicable bedroom rate.
6. **All final accounts must be settled prior to departure.**
7. Final numbers of guests must be notified in writing to the Hotel no later than 7 days prior to the function.
8. The Hotel will charge for the confirmed number of guests, whichever shall be the greater, at the agreed rates.
9. The Hotel will use its best endeavours to provide for any increase in guest numbers, however where such increases have not been notified in accordance with point 7 above, the Hotel can not be held responsible for any failure whatsoever to provide for such increases in numbers.
10. The Hotel reserves the right without prior notice to change the customers assigned function room for one of equal or greater suitability.
11. There is a £300.00 room hire charge for all ceremonies and all parties of 30 or less
12. The hotel cannot accept liability or responsibility for any failure to provide the services contracted, due to circumstances beyond its control, including industrial action, postal communications, electronic communications, plant failures, supply of gas, electricity and water and fire or security alarm evacuation, weather or acts of God.
13. The booking shall terminate at the designated time and in the event of it continuing after the specified time the Hotel has the right to make an additional charge.
14. Guests staying at the Hotel will be able to check into their bedrooms from 3pm on the day of arrival. The Hotel will endeavour to accommodate early arrivals wherever possible.
15. Guests must vacate their bedrooms by 11 am on the day of departure. Luggage storage will be made available if required.
16. The Hotel cannot accept responsibility for the property of its customers whilst on the premises. Small sealed packages may be kept in the Hotel safe by prior arrangement.
17. The customer is legally bound by all reasonable instructions of authorised representatives of the Hotel/company in relation to the conduct of the function and shall ensure that any of their



attendees/guests shall similarly follow instructions.

- 18. Any damage caused to the Hotel or it's property by the customer or attendees/guests shall be made good at the expense of the customer. The Hotel has the right to put work in hand and render an account to the customer who shall be responsible for its total settlement in total.
- 19. No wines, spirits, liquor or food may be brought into the Hotel or its grounds by customers or guests for consumption on the premises unless the prior consent of the Hotel has been obtained and for which a charge will be made.
- 20. Police will be notified in the event of any wilful damage caused or theft of Hotel/company/guest property.
- 21. Prior consent must be obtained from the Hotel before any entertainment, services or displays are brought on to the premises, the Hotel has the right to stop any entertainment deemed unsuitable.
- 22. Confetti is not allowed anywhere inside the Hotel, but use of confetti in the grounds or gardens is allowed
- 23. For exclusive use of The Close on the main day of your event, including the taking of all the bedrooms the charges added to your account will be as follows:

Up to 50 guests	£2000.00
From 51 ~ and over	£1500.00

Please complete, sign and return with deposit

Print Name.....Sign.....

Date/s of Function.....Contact Phone/Email.....

Contact Address.....

Deposit Paid.....Today's Date.....

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