

TERMS & CONDITIONS WHICH APPLY TO ALL CONFIRMED BOOKINGS

Cancellation

Should unforeseen circumstances result in the cancellation of a reservation, **your deposit is non-refundable. Please Note, we will only accept cancellation of your function if in writing, by both parties and delivered in person.** Please be assured that every effort will be made to re-let the accommodation, however, in the event of the Banqueting Room remaining vacant on the day reserved, the following cancellation charges will apply;

| | |
|------------------|-----------|
| Over 6 months | No Charge |
| 6 – 4 months | £1000.00 |
| 4 – 2 months | £2000.00 |
| 2 months or less | £3000.00 |

Any postponement of a confirmed and contracted booking will be considered as a cancellation and subject to the charges above.

The Regency Banqueting Suite reserves the right to cancel a booking due to circumstances beyond its control. In such circumstances Regency Banqueting Suite accepts no liability but every effort will be made to relocate the event.

Numbers

To enable us to plan, it would be necessary to have an accurate guide to the number of guests whom you anticipate attending your function two weeks prior to the date in question. Please note that in the event of numbers being increased on the day of the party, or if numbers are less than expected, the highest figure will be charged for.

Please note that for wedding functions our maximum capacity is 410 persons including Top Table.

Deposits & Account Settlement

To secure a date, a £2000.00 advanced payment (£1000.00 if it is a Weekday function) is required at the time of booking. The remaining balance to be paid:

- **14 days before the Function if paying by Cheque**
- **If paying by cash payment is to be made before the function.**
- **Account Settlements for co-operate clients are due within 1 calendar month of receipt of the invoice**
- **A breakages/damage deposit of £500.00 is required.**

Damage to Banqueting Property

Nothing to be affixed to the walls, ceilings, floors or pillars by the use of nails, screws, drawing pins, tape or by any other means, without the prior approval from the Banqueting Manager. Any damages caused to its furnishings and fittings by your guests will be your responsibility.

Wedding Insurance

We strongly recommend to all clients the arrangement of insurance cover. This can often be done for a very small premium and can cover cost of cancellation and other liabilities.

The correspondence between Regency and the client shall be taken as confirmation of the client's agreement and with the acceptance of the foregoing terms and conditions. An exchange of letters constitutes a contract.

Signature of Client:..... Print Name:.....

Signature of Client:..... Print Name:.....

Booking Confirmation No: BC..... Advanced Payment No: AP.....

Date: