

14/01/2012

High Lodge

BOOKING CONFIRMATION FORM

Initially a provisional booking can be made with High Lodge verbally which can be held for 14 days with no obligation.(see terms) To confirm your booking we require a completed booking form with a signed Terms and Conditions Form together with a deposit of £500 (see our terms and conditions for refund policy)

We have included as many extras as possible within our prices and usually there would be no extra charge for such things as seating plans & changing rooms. Menus and drinks can be tailored to suite your individual palate.

Our price list gives a fair indication of our facilities but we ask that you discuss your requirements with us prior to booking.

DATE OF FUNCTION

FUNCTION ROOM:

TYPE OF FUNCTION:.....

HOST'S NAMES:

ADDRESS:

.....POSTCODE:

TEL:

EMAIL:

NAME & ADDRESS OF PERSON RESPONSIBLE FOR FINAL ACCOUNT

.....
.....
.....
.....

FINAL ACCOUNT TO BE SETTLED 14 DAYS PRIOR TO YOUR FUNCTION DATE

ALL PRICES INCLUDE VAT AT THE STANDARD RATE

NUMBER OF GUESTS:

SUM ENCLOSED:

RECEIPT NUMBER:
(OFFICE USE)

DATE:

SIGNATURE:

PRINT NAME:

PLEASE SEE OVER FOR FURTHER INFORMATION, PAYMENT DETAILS AND TERMS AND CONDITIONS.

14/01/2012

Function Plan Structure

Please arrange a suitable appointment to talk with your personal planner once you have booked your function date; this will be to discuss all requirements so that High Lodge can give you an indication of the final cost for your function. You will go through the menu options, adjust the menu if required to suite your individual requirements, as well as any questions you may have.

Final details regarding menus, drinks etc are required at least one month prior to your event date along with any special dietary requirements and 50% payment of the final bill. An invoice will be issued with the final amount left to be paid. The final number of guests attending together with the table plan must be received by your personal planner at least 14 days prior to your celebration and it is at this point that balance of your account is due charged on the final numbers given.

If you would like to contact or meet with your personal planner at any other time prior to your day to view the Champion Suite or discuss your reception further please do not hesitate to visit or contact us.

Please see over for full Terms and Conditions and payment details

14/01/2012

CLIENT COPY **TERMS AND CONDITIONS**

CONTRACT

The contract is between High Lodge Leisure Limited and the client. The contract with High Lodge Leisure Limited is made once you have completed the booking form and paid the deposit.

DEPOSIT

Please check that the date and time you require is available. A provisional booking will be held for 14 days. At the end of the 14 days a non-refundable deposit of £500.00 is required to secure the booking. The manager reserves the right to transfer the deposit in some circumstances. If there is further interest in the date by a second party then you will be contacted for the deposit. Your booking confirmation will be issued upon receipt of a completed booking form and the correct deposit payment.

BALANCE PAYMENTS

Final numbers for the reception must be given to High Lodge 1 month prior to the date of the reception along with 50% payment of the final bill. Any changes due to illness etc must be notified immediately to High Lodge. On receipt of final numbers High Lodge will issue an invoice with full payment of the invoice to be paid to High Lodge 14 days prior to the date of the reception.

CANCELLATIONS

BY YOU

If you have to cancel your booking you must telephone High Lodge immediately with the reason for cancellation. You will then be required to confirm your cancellation in a written letter. Any cancellations made within one month of the function date are subject to 50% cancellation charges in addition to the £500.00 deposit paid. Cancellation charges are based on the most recent quotes or charges given. Cancellations within two weeks of the function date are subject to full cancellation charges based on the final numbers given at one month prior.

BY US

High Lodge may cancel bookings under the following circumstances:

- a) If the booked room or any part of the venue is closed due to circumstances outside its control (deposits will be refunded in this case).
- b) If the client has not settled the balance payments by the required settlement date.
- c) If it might prejudice the reputation or cause damage to High Lodge Leisure Limited.

CLIENTS USE OF THE PROPERTIES FOR HIGH LODGE LEISURE LIMITED

- a) Clients must comply with all licensing, health and safety and other regulations imposed by any governing authority.
- b) High Lodge will not allow any hazardous or dangerous items, any items must be removed on request of the High Lodge staff.
- c) Clients are not to act in an improper or disorderly manner and must leave promptly at the appropriate time and comply with any reasonable request made by any of the High Lodge staff.
- d) High Lodge respectfully request that all children are closely supervised and kept in the function area. We cannot accept liability whatsoever in the event of an accident due to children playing.

LIABILITY

High Lodge Leisure Limited shall be liable to the client and/or persons attending the reception for injury to persons or loss or damage to property only where and to the extent that it has been negligent, but otherwise will be under no liability to them whatsoever.

The client will be liable for any loss or damage to any of High Lodge's property including walls, lights fittings and equipment, and shall indemnify High Lodge against any loss or liability caused by the client/and or the clients guests.

The client is advised to consider arranging insurance for the reception covering public liability and loss or damage at its property and that of persons attending the reception.

GENERAL

- a) High Lodge will take every reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provide. However, it reserves the right to provide alternative services of at least an equivalent standard at no additional costs to the client.
- b) The client shall not be entitled to assign the booking to a third party nor utilise the facilities at High Lodge, other than for the purpose stated in quotation letter, without prior written approval from High Lodge.
- c) High Lodge reserves the right to pass on to the client any additional cost for disbursements made on behalf of the client in respect of goods services and if required substantiated with a suppliers invoice.
- d) Whilst High Lodge takes all reasonable steps to ensure that the information contained in its brochures, tariffs and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.
- e) Notwithstanding anything contained in these Terms, High Lodge will not be liable for any failure to perform its obligations to the client in whole or part as a result of any of the following circumstances:
Industrial Action (including Strikes), Fire at or near to High Lodge, civil unrest, dispute or commotion, act of God, legal action against High Lodge, not resulting from its negligence preventing the supply of services.
- f) No variation of these conditions shall be effective unless in writing and signed on behalf of both High Lodge and the client.
- g) This agreement is subject to the law of the country in which High Lodge stands.

VAT

All prices include VAT at the standard rate. Charges will be adjusted if there is any alteration in VAT rates.

I HAVE READ & UNDERSTOOD THE TERMS & CONDITIONS

14/01/2012

SIGNATURE:

PRINT NAME:

HIGH LODGE COPY
TERMS AND CONDITIONS

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