

# BEECHFIELD house

Beanacre, Wiltshire SN12 7PU. Tel: 01225 703700  
[reception@beechfieldhouse.co.uk](mailto:reception@beechfieldhouse.co.uk) [www.beechfieldhouse.co.uk](http://www.beechfieldhouse.co.uk)

## **TERMS AND CONDITIONS** Bedrooms, Meetings and Events

All bookings made by clients at Beechfield House Hotel are accepted by Beechfield House Hotel (hereinafter called "the Hotel") upon the following terms and conditions.

### **Prices**

All prices quoted are inclusive of VAT. VAT will be charged at the rate prevailing as the event takes place. We reserve the right to increase prices quoted if the rate of VAT is increased. Wine and beverages priced are liable to change at short notice due to increase in duty levied by HMRC.

### **Minimum numbers attending – Meetings and Events**

Please provide provisional numbers at the time of booking. The Hotel reserves the right to agree a minimum number to be charged for the event at this time. If a client's booking is accepted by the Hotel on the basis that a minimum number of guests will be attending the function, the amount payable by the client will be calculated on such numbers or on the numbers actually attending, whichever is greater.

### **Final numbers attending – Meetings and Events**

The client shall notify the Hotel in writing no less than 48 hours prior to the date on which the function will take place, the final number of persons who will attend such functions and the client will pay charges for all such persons despite subsequent drop in attendance or on the numbers actually attending, whichever is greater.

### **Bookings and payment - Bedrooms**

- All bookings for accommodation are provisional until Beechfield House has received written confirmation from the Client and Beechfield House agrees to accept such confirmed booking. Confirmation must be by online booking or email. Until such time Beechfield House will have no obligations to the Client.
- A valid credit card is required when making a booking. The Hotel reserves the right to cancel a booking without obligation if payment details are not provided as requested.
- Current room prices are available from Beechfield House on request.
- Other services or facilities requested by the Client are subject to the agreement of Beechfield House.
- Payment of the balance owing on departure is required.
- Where allowed, the Hotel credit terms are 14 days from the date of the invoice. An interest charge will be made on all outstanding balances after the due date calculated at 5% above base rate of HSBC Bank.

### **Booking and payment – Meetings and Events**

- A valid credit card is required when booking your event. The Hotel reserves the right to cancel an event without obligation if payment details are not provided as requested.
- New clients may be required to pay 14 days prior to the event by Pro-forma invoice for all charges including room hire, food and all pre-ordered beverage. A further invoice for any additional food and beverage will be sent after the function.
- Where allowed, the Hotel credit terms are 14 days from the date of the invoice. An interest charge will be made on all outstanding balances after the due date calculated at 2% above base rate of HSBC Bank.
- Provisional bookings will be held for 2 days unless otherwise agreed by the Hotel, after which time the Hotel reserves the right to release the booking without prior notice.
- Details of all equipment required must be advised at least 48 hours prior to the event.

### **Cancellation by the Hotel**

The Hotel reserves the right to cancel any booking forthwith and without obligation to the client in the event of the following circumstances:

- If the Hotel or any part of it is closed due to damage or destruction caused by fire or other cause beyond the control of the Hotel which shall prevent it from performing its obligations in connection with the booking.
- If the client is more than 28 days in arrears with any payment due under this contract.
- If the Hotel in its sole discretion believes the event or the client might prejudice the reputation of the Hotel.

### **Cancellation by the Client - Bedrooms**

Cancellation must be made online or given in writing by email or letter sent by recorded delivery.

Different cancellation policies apply to different rates and bookings are accepted on the applicable terms at the time of booking only.

We strongly recommend guests have a suitable travel insurance policy in place before booking as no alterations to our terms will be permitted.

Non-flexible rates: Full prepayment at time of booking. No refunds. This is a pre-paid rate. Full Payment will be taken at the time of booking and there are no refunds.

Flexible rates: You can cancel or change your booking up to 12pm, 2 days prior to arrival. All reservations must be guaranteed with a valid credit card. Full payment will be taken 48 hours prior to midday of the date of arrival.

Where there is a no show or a booking is cancelled by the client, the client shall pay to the Hotel the following:

For larger or group bookings or bookings made by the same company or group on our flexible rates the following terms also apply:

5 to 10 room nights booked

7 day's notice in writing must be given to avoid a cancellation charge equivalent to the full cost of the stay.

10 plus room nights booked

28 day's must be given to avoid a cancellation charge equivalent to the full cost of the stay.

### **Cancellation by the Client - Meetings, Functions and Events**

All deposits paid are non-refundable and non transferable.

Where booking is cancelled by the client, the client shall pay to the Hotel the following percentages of the estimated event cost:

- If cancellation occurs less than 7 working days before the event, 100% of the cost.
- If cancellation occurs less than 2 weeks before the event, 50% of the cost.
- There will be no charge other than the retention of any deposit paid if cancellation occurs more than 1 week before the event.

### **Client use of the Hotel**

The Hotel can accept no responsibility for the property of the guests and clients of the Hotel and reserves the right to ask the client or his guests to leave if they act in an unreasonable manner.

- The client and his guests attending the event shall:
- Not carry any electrical or other works including amplification and lighting at The Hotel nor introduce hazardous or dangerous items, without the Hotel's prior consent.
- Bring no wines, spirits or food into the Hotel for consumption on the premises without prior agreement. Corkage charges are available on request.
- The client shall be responsible for any damage caused to the Hotel's property by the client or his guests and shall pay the Hotel on demand the amount to make good or remedy any such damage.
- Vacate all bedrooms by 11.00am on the day of departure.
- Comply with the licensing laws and other regulations relating to the Hotel.

Unless otherwise stated, the meeting rooms will be available from 8.30am for a day hire and from 6.00pm for an evening booking. An additional room hire charge will be made if you exceed these times.

### **Car charging**

We offer the facility to charge cars in our car park to our paying guests. Charging charges are available from reception.

### **Service charge**

A 10% discretionary service charge is added for all food and beverage items. This may be removed on request.

### **Travel Agency Commission**

Only when agreed in writing at booking stage may our rates be commissionable and always limited to the bed and breakfast rate only. Food and beverage charges are non-commissionable.

**By viewing or receiving these Terms and Conditions we assume you accept them unless we are notified within 48hours in writing.**