

Beechfield House Hotel Group Confirmation Contract

HOTEL DETAILS

Hotel Name	Beechfield House Hotel		
Address	Beanacre	Contact	Tobi Evennett
Town	Melksham	Reservations	01225 703700 – OPTION 1
County	Wiltshire		reservations@beechfieldhouse.co.uk
Post Code	SN12 7PU		

CLIENT DETAILS

Client Name	Click here to enter text.		
Address	Click here to enter text.	Contact Name	Click here to enter text.
Town/City	Click here to enter text.	Telephone	Click here to enter text.
County	Click here to enter text.	Email	Click here to enter text.
Post Code	Click here to enter text.		

Group Details

Booking Type	Choose an item.		Group Arrival	Click here to enter a date.	Group Departure	Click here to enter a date.
Group Reference	Click here to enter text.		Group Name	Click here to enter text.		
Agreed Rates						
Date From	Date To	Quantity	Double Occupancy	Room Type	Basis	
				Cosy	Bed & Breakfast	
				Classic	Bed & Breakfast	
				Comfy	Bed & Breakfast	
				Master	Bed & Breakfast	
Pet Supplement	£ 20.00pppn	Child Supplement B&B	£ 50.00pcpn			

ADDITIONAL COMMENTS TO AGREEMENT

Number of rooms for group

By signing this document, I confirm that I have read and accept these terms and conditions prior to service commencement. I also confirm that I am authorised to sign and initiate these services for the business named in client details			
CLIENT	HOTEL		
Name	Click here to enter text.	Name	T Evennett
Signature	<input style="width: 100%;" type="text"/>	Signature	<input style="width: 100%;" type="text"/>
Date	<input style="width: 100%;" type="text"/>	Date	Click here to enter a date.



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TERMS OF SERVICE

Please note the following definitions:

The Hotel: **Beechfield House Hotel**

The Client: [Click here to enter text.](#)

Please note that The Hotel reserves the right to review and amend these terms from time to time. These terms should be read in conjunction with the general terms and conditions that apply to all bedroom, meeting and events and are also available on our website.

1. Description of Services Provided

The Hotel agrees to provide The Client with group lodgings which will consist of Bedroom, Bathroom and Dining facilities

A group reservation is defined by The Hotel as any reservation that consists of 5 or more room nights over any given date range; and The Hotel reserves the right to enforce this agreement in the event in the event of direct booking via hotel website or third party channel.

2. Reservation Process & Policy

2.1- Group Reservation process

The Client must provide The Hotel with a rooming list no later than 48 hours prior to arrival. The Hotel will enter the final rooming list received into the Property Management System. Any amendments made to the booking must be made by The Client in writing to The Hotel in all circumstances. The Client accepts they are liable for any charges that may be incurred as a result of non-arrival or cancellations.

2.2- Non-Arrival

All non-arrivals will be charged by The Hotel to The Client. Non-arrival charges on Allocation bookings will be charged to the credit card provided as per our standard Terms & Conditions.

3. Cancellation Policy

Group Cancellation Policy

This booking may be amended or cancelled without penalty no later than 28 days prior to arrival. This reservations cancellation deadline is [Click here to enter a date..](#)

If The Client reduces the number of room nights required or cancels the booking or is a no-show/non-arrival after the 28 day deadline has passed, 100% of the charges contracted will be applied to the final bill. The Hotel will attempt to resell any rooms that are cancelled within the 28 day cancellation period. Any room that can be resold will not be charged to The Client.

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4. Payment and Invoicing

Payment must be agreed in all cases by The Client and The Hotel prior to any guest's arrival. The Hotel provides the following payment methods to all guests.

Credit/Debit Card

If the Client wishes to pay by credit or debit card the Hotel will authorise the provided details prior to the group's arrival. In the event of declined authorisation, The Client must provide an alternate payment method prior to arrival.

Pro Forma and Pre Payment

If the Client wishes to pay by BACS in advance, The Hotel will provide a final pro forma invoice on booking and The Client agrees to ensure the funds have cleared in The Hotel's bank account no more than 28 days prior to arrival.

A credit card will also need to be provided for any additional or incidental charges incurred during the stay and will be debited on departure.

Pay Own Account

If Guests are required to settle individual accounts, The Client agrees to act as guarantor in the event of cancellation or non-arrival. The Hotel will notify The Client of charges prior to posting to the final bill.

If payment has not been received by The Hotel upon a guest's arrival, The Hotel reserves the right to charge the individual guests for use of services, or cancel the booking without notice.

DECLARATION

I confirm that I have read the above terms and conditions of service and agree to follow throughout the service provision.

Name	Click here to enter text.	Name	Tobi Evennett
Company		Company	C/O Beechfield House
Signature		Signature	
Date		Date	0