

# The Palace Hotel

## Conference and Banqueting Terms and Conditions

The following terms and conditions apply from the date of the attached letter. When the hotel receives confirmation from you, you are accepting these terms and conditions. The terms and conditions apply to the Palace Hotel (Peterhead) Ltd, Prince Street, Peterhead, Aberdeenshire, AB42 1PL. You are the person, firm or company booking the event.

### 1. Payment

The event must be paid either by cash, cheque, banker's draft or any credit card, which the hotel accepts. Credit Facilities can be applied for by contacting the hotels Account Manager.

The hotel may require a deposit to be paid to confirm your booking. The hotel will decide on the amount to be paid. If payment is not received within seven days your booking may be cancelled.

Please ensure all invoices are paid on receipt. Any queries concerning the invoice will not affect your obligation to pay the final balance.

### 2. Cancellations

If the conference or function is cancelled, the hotel will charge the amounts stated below, this will be based on an estimate for the event:

Cancellation between 12 and 4 weeks before the event – 20% of the total bill

Cancellation less than 4 weeks before the event – 50% of the total bill

The hotel will endeavour to re-let the conference room and accommodation reserved. If successful the cancellation charges will be reviewed appropriately.

### 3. Non Arrival Charges

If accommodation is reserved for your conference or function and is not cancelled less than 24 hours before the event, a cancellation fee will be charged.

### 4. Licensing and other laws

The hotel must keep to certain laws including those about fire precautions, entertainment and the consumption of alcohol. Everyone in the hotel must abide by these laws. The hotel holds a copy of all licences and laws.

### 5. Personal Property

The hotel will not accept responsibility for loss or damage to your property. Property left in the hotel is at your own risk, unless our staff are deemed to have been careless and the property is lost or damaged as a result. This agreement does not affect any of your rights under the Hotel Proprietor's Act 1956.

### 6. Storage of Equipment

The hotel will help you to store equipment, but cannot accept any liability for loss of, or damage, to it.

### 7. Damage

You will be responsible for any damage you and any of your guests' cause.

### 8. Professional Bodies

The hotel has the right to refuse to admit any photographer, toastmaster, band or any other person employed for your event.

### 9. Finishing Times

Any function or conference must finish at the time agreed when the booking is made. An additional charge may be made if the function or conference goes on later than this. The hotel will endeavour to accommodate any reasonable over-runs without a charge. The laws mentioned in Clause 4 must be adhered to.

### 10. Confirmation

Final numbers for the event must be given to the hotel 4 days before the conference or event. The amount that will be invoiced by the hotel will be based on the final numbers given or the numbers attended, whichever is greater.

### 11. Advertising

The hotel will not object to the printing of hotel details or its phone number in any advertisements.

### 12. General Liability

The hotel will not be legally responsible if they do not provide the services in this contract due to the following circumstances:

\*Industrial action by the company's employees

\*Industrial action by the staff of one the company's major suppliers

\*Fire, lighting, explosion, riot and civil commotion, malicious damage, storm, flood, burst pipe, earthquake and the hotel being hit by anything

\*Postal bookings which do not reach the hotel

\*Breakdown of machinery, or any failure to supply the hotel with gas, electricity, water and so on, outside the control of the hotel

If any of the above occurs the hotel will do their best to avoid any inconvenience to you and your guests.

You or the hotel cannot transfer the legal rights of this contract, which is governed by the laws of the United Kingdom

Company/Contact Name:.....

Date of Function:.....

Signature:.....

Date:.....