

Schedule of Conditions

Contract between The Burlington Hotel Ltd at Folkestone, Kent

All confirmed events/bookings made by customers in respect of suites or rooms are accepted by The Burlington Hotel Ltd, (hereinafter called the Company) upon the following terms and conditions.

1. **GENERAL POINTS:** In the event of cancellation of any confirmed event/booking or non arrival by the customer, the customer shall pay to the Company a cancellation or non arrival fee. However, the Company shall do its utmost to re-let the accommodation/suite, but if having used its best endeavors, the Company is unable to do so, the following cancellation charges will apply.
2. **CHARGES:** Where a cancellation or reduction in numbers for any event/booking is made, the following charges will apply:
 - 6 months before date of arrival ----- 50% of anticipated revenue
 - 3 months before date of arrival ----- 75% of anticipated revenue
 - 1 months before date of arrival ----- 100% of anticipated revenue
3. **CANCELLATION NOTIFICATION:** All cancellations must be made in writing, by registered post, otherwise 100% charge will be made for total loss of business.
4. The Company reserves the right to: cancel any event/booking forthwith, without any liability on its part in the event of damage or destruction to the hotel by fire or any other causes, any shortages of labour or food suppliers, strikes, walkouts or industrial unrest or any other cause beyond the control of the Company, which shall prevent it from performing its obligations in connection with any event/booking. In these circumstances, every effort will be made to accommodate the event/booking in another suitable establishment.
5. The customer shall notify the Company in writing not less than one month prior to a event/booking of the final numbers attending. If a customer's event/booking is accepted by the Company it is on the basis that a minimum number will attend for which the event/booking is made, the amount payable shall be calculated on such minimum numbers or the numbers actually attending, whichever is the greater. A minimum number of 70 are required for a wedding breakfast in the main function rooms held Saturdays April to September, December and for Easter/bank holiday week-ends and must be followed by an evening buffet. For smaller parties a room hire charge may be applicable.
6. The Company requires payment of a non refundable/non transferable deposit prior to the holding of any event and a signed copy of these Terms & Conditions by the Customer. Weddings & Civil Partnerships require a £600 DEPOSIT WITH BOOKING. NOTE: 100% of the full estimated account must be paid no later than 1 month prior to the event. A credit card number must then be left to pay any possible extras on the day. OTHER EVENTS: £200 DEPOSIT WITH BOOKING. Final Payment is due on presentation of invoice. Any queries should not affect immediate payment of other outstanding amounts.
7. Firm prices for food and beverage are established where possible three months prior to the function. All prices for rooms, food and beverage are stated in Pound Sterling and include Value Added Tax. All prices and terms are subject to change without prior notice.
8. The Company cannot be held responsible for any injury or fatality of the customer or their guests, this includes children, who must remain under adult supervision at all times. We strongly recommend the Customer to take out insurance to cover for any costs incurred should the Customer have to cancel.
9. The Customer shall be responsible for any damage caused to the company's fixtures, fittings, furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer, and shall pay to the Company on demand the amount required to make good or remedy any such damage. The company will not tolerate abusive behaviour, language or verbal/physical threats on the premises and reserves the right to end any event/booking including entertainment and bar service.
10. In the event of guests departing after an event and leaving unpaid accounts, the person(s) booking the event will be liable for the debt.
11. The Company will not allow food or drink other than that purchased on the premises to be consumed unless agreed in writing by prior arrangement.
12. One menu should be chosen for the entire party, however special dietary requirements can be catered for.
13. The service of alcohol ceases at 24:00 (except for hotel residents who can charge drinks to their room accounts if they have enabled this facility with a valid credit card at check-in). All events must conclude at midnight to avoid disturbance to local residents.
14. For evening events following a Wedding breakfast, the buffet must be ordered for at least 70% of the total number of evening guests.

By signing below you agree to the above terms and conditions.

FULL NAME

SIGNATURE

DATE

EVENT DATE