



Rudding Park

Yorkshire's Premier Hotel & Golf Resort

CONTRACT

1. PROVISIONAL RESERVATION

Our facilities can be reserved provisionally but in the event that another client wishes to confirm the same date, then we would contact you to ascertain the status of the function.

Provisional bedroom reservations will be released 45 days prior to the expected arrival date unless confirmed.

2. CONFIRMATION

A booking will only become confirmed upon receipt of the signed Contract, completed credit application form and deposit or company/personal credit card details, as appropriate. Unless otherwise stated exclusive use of Rudding Park is not given to this booking.

3. DEPOSITS

Rudding Park have the right to request non-refundable deposits, calculated on the total anticipated spend for the event, as follows:

30% on confirmation of booking

20% 45 days prior to the event

Rudding Park reserve the right to cancel the event if the appropriate deposits are not received within the specified time limit.

4. FINAL NUMBERS

The final numbers attending an event held at Rudding Park must be notified at least **two working days** prior to the event (guaranteed minimum number). The charge to the client will be based on either the actual number attending or the guaranteed minimum number, whichever is the greater.

The final number of bedrooms required must be confirmed at least 45 days prior to the event. If the number of bedrooms are not confirmed at this date, the booking will be deemed as provisional and Rudding Park reserve the right to accept other business for the dates in question, and release the bedrooms that are being provisionally held.

5. REDUCTION IN NUMBERS

CONFERENCE & BANQUETING

A charge will be levied when final numbers for Conference and Banqueting drop below 75% of the original anticipated at the time of the confirmation of the booking, unless we are notified accordingly 120 days prior to the event. The charge will equate to 90% of the evaluated lost revenue.

ACCOMMODATION

A 10% variance of the final confirmed bedroom numbers will be allowed up to 7 working days before the event, when the final names and numbers are to be confirmed. The full accommodation charge will be levied in respect of any variance exceeding 10% of the original confirmed booking, and to any variance after the stated 7 working days prior to the event.

GOLF

A reduction in the number of guests up to 10% of the anticipated number (subject to a minimum of 12) will be accepted, in writing, up to 7 working days prior to the event. Any greater reduction will involve a charge equating to 90% of the evaluated lost revenue. After this date any downward variation in number will be subject to 100% cancellation charges on a pro-rata basis. Similarly, any guests who do not arrive or leave early will be charged at 100% of the original rates quoted.

6. CANCELLATION

If a confirmed booking is cancelled within 45-120 days of the event the business will be evaluated and a cancellation charge of 50% of the total anticipated revenue will be payable, less any deposit. If a confirmed booking is cancelled within 45 days of the event, an invoice for 90% of the lost revenue will be payable, less any deposit.

7. SETTLEMENT OF ACCOUNT

Final accounts must be settled before leaving Rudding Park unless credit facilities have been agreed in advance. In the case of approved credit account guests, our account will be despatched within 14 days of the event and payment is required within 30 days of the event date. We reserve the right to charge interest at current rates on amounts materially overdue for settlement.

8. LICENSING

If a licence extension is required, the organiser is requested to confirm the extended time at least 28 days prior to the event. Please note that a licence extension cannot be guaranteed.

9. PRICES

All prices in our information pack are current at the time of going to print. Rudding Park reserves the right to amend prices should costs increase substantially due to seasonal fluctuations, for which prior notice will be given. Prices may be adjusted to allow for changes in either VAT or other Government taxes and currency fluctuations.

10. ADVERTISING

No advertisement, public or otherwise, of any function at Rudding Park may be exhibited without prior permission. The use of advertising and promotional material such as banners or placards shall be at the discretion of Rudding Park. These may not be put in place until the date of the event, and must be removed immediately thereafter.

11. DAMAGE

Whilst you and/or your guests are occupying the property of Rudding Park, it would be appreciated if every effort is made to safeguard the existing fixtures, fittings and decorations. Any damage caused shall be restored by Rudding Park, and the cost incurred will be recharged to the client/hirer. A flame retardant floor covering should be placed beneath staging, rigging and lighting equipment to protect the quality carpet.

12. LOSS OR DAMAGE TO PROPERTY

Rudding Park shall not be liable for any loss or damage to the property of the guests or any such person as may so occupy the premises except within the constraints of the Hotel Proprietors Act 1965.

13. HEALTH & SAFETY

Guests using the facilities at Rudding Park must comply with all the regulations concerning licensing, fire, health and safety. The client's organiser for each event must make the attendees knowledgeable of the Hotel fire procedures. A copy of the Health & Safety policy is available upon request.

14. LIABILITY

Save as contained in statute, Rudding Park will not be liable or responsible for any loss, damage, inconvenience or annoyance.

Please return to: Rudding Park
 Follifoot
 Harrogate HG3 1JH

We have pleasure in confirming that this Contract is acceptable for the bookings held on the above date(s).

Authorised Signatory:

Name (Printed):

Title (Printed):

Client:

Address:

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Date of Event:

Date: