



Rudding Park

Yorkshire's Premier Hotel & Golf Resort

CONTRACT

1. PROVISIONAL RESERVATION

Our facilities can be reserved provisionally for up to 2 weeks 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.

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 & PRE PAYMENTS

Rudding Park request a non-refundable deposit, calculated on the total anticipated spend for the event. The deposit amount will be advised at time of booking confirmation.

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

4. FINAL NUMBERS & NON ARRIVALS

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.

In the event of non arrival full charges will apply.

5. REDUCTION IN NUMBERS

CONFERENCE, BANQUETING, ACCOMMODATION & GOLF

A charge will be levied when final numbers drop below 90% of the original contracted numbers.

6. CANCELLATION & POSTPONEMENT

If a confirmed booking is cancelled, the cancellation charge will be payable based on the terms below less any deposit.

0-42 days	100%	(0-6 weeks)
43-63 days	90%	(6-9 weeks)
64-84 days	80%	(9-12 weeks)
85-94 days	70%	(12-15 weeks)
95-126 days	60%	(15-18 weeks)
127-147 days	50%	(18-21 weeks)

Postponement act as cancellation unless the event is re-booked and takes place in the same calendar month as the original date of the booking.

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.