## **TERMS & CONDITIONS**

- 1. To confirm your booking a NON REFUNDABLE deposit of £10.00 per person is required within 10 days of making your booking. Please send full payment by the 1st of December 2019. Failure to do so will result in the cancellation of your booking.
  - For bookings made after the 1st of December 2019 full payment is required.
- 2. Wherever stated in the brochure, pre selection of your meal is required by the 1st of December along with the final payment. For Bookings made after 1<sup>st</sup> December the menu selections are required at time of booking
- 3. Please make cheques payable to Holiday Inn Express Canterbury.
- 4. All bookings must be settled as whole through the organiser of the event and not individually. Only one cheque payment per booking will be accepted
- 5. All money, deposits & final payments are non-refundable and non-transferable under any circumstances whatsoever. It is also the organisers responsibility to inform all guests in the party
- 6.. Any special diets should be requested & received in advance
- 7. The company reserves the right to cancel any event should the booking fail to reach the minimum numbers. In such cases the organiser will be given at least 10 working days' notice and a full refund will be made or an alternative date will be offered.
- 8. For Private Party Bookings, minimum numbers will apply & the organiser/company must pay in full the total amount despite any following cancellations & the Hotel reserves the right to add additional guests to the function should the numbers drop below the level agreed.
- 9.. A smart dress code is required for all our functions (no trainers).
- 10. The conduct & behaviour of your guests is the responsibility of the organiser The organiser will responsible for any loss or damage caused to the Hotel property
- 11. Prices & details are correct at time of printing & may be subject to change at a later date.