



Please be advised that all Group business with Dunsvalley Associates Ltd. trading as **Ivy Hill Hotel** is carried out on the basis of our Terms & Conditions, which are listed below;

These terms refer only to Bedrooms booked on our **Best Available Rate**, not Bedrooms booked on our **Advance Purchase Rates** which are paid for fully on booking and are 100% Non-refundable

BEDROOMS

Bedroom check out time is 11.00am. **To allow staff time to service the rooms the earliest check in time is 3.00pm.** Please see *Hotel Tariff* for further details.

CHILDREN & EXTRA GUESTS

Some of our Executive rooms can take a single additional guest using an extra bed or cot. Our Deluxe bedrooms are equipped with a double (4'6") sofa-bed and utilising this can accommodate up to a maximum of 4 guests.

These are charged at an extra cost of **£20.00** per person per night and include breakfast.

Children under 10 stay free in these rooms up to a maximum of 1 in an Executive room and 2 in a Deluxe room.

ALL extra beds must be pre-booked, and paid for if appropriate, prior to arrival.

CANCELLATION

Cancellation up 3 calendar months prior to Arrival date	Loss of deposit ~ £45 per bedroom
Cancellation 1-3 calendar months prior to Arrival date	Charge of 50% of the total bedroom rate
Cancellation less than 1 calendar months prior to Arrival date	Charge of 100% of the total bedroom rate

Any change to the stay can only be made, in writing, by the person making / guaranteeing the booking.

We impose cancellation charges in all circumstances, charges will be based on total number of rooms booked. Cancellations are only accepted once confirmed in writing by the signatory(s) on the booking details.

CONFIRMATIONS

All bookings will be considered definite when confirmed in writing together with a **Non-Refundable** deposit of **£45 per bedroom** booked, along with these Terms & Conditions duly signed. If these terms are not met the **Ivy Hill Hotel** reserves the right to cancel the bedrooms without notice.

GROUP SPECIFIC DEFINITIONS

A group booking is defined as 5 or more rooms booked by one person. **Ivy Hill Hotel** reserves the right to treat all or any individual or series of bookings amounting to 5 or more rooms that are made, direct or online, by the same party/lead guest covering the same nights of stay at **Ivy Hill Hotel**, as one group booking, and these Group Booking Terms shall apply to such a group booking.

PAYMENT AND NUMBERS

To proceed with the booking, the customer must pay the required **Non-Refundable** deposit of **£45.00 per room** and provide a payment guarantee, in the form of a debit or credit card number, to confirm agreement with these Terms and Conditions.

This payment guarantee specifically and irrevocably covers the balance of all bedrooms covered by this group booking. The **Ivy Hill Hotel** reserves the right to pre-authorise this sum on the card provided prior to arrival.

The balance outstanding on the bedrooms must be paid on arrival at the hotel, or a credit card pre-authorisation taken. Any remaining balance of all bills must be settled at the time of departure.

Full payment must be made for all rooms booked should numbers reduce, or guests not arrive.

POSTPONEMENT

Any postponement is entirely at the discretion of the Directors and the cancellation charges above would still apply. This cancellation charge MAY be allowed against a similar event providing that it takes place within 12 calendar months of the original date.

Ivy Hill Hotel

BOOKING DETAILS

Please complete and sign this document and return to the **Ivy Hill Hotel**.
A countersigned copy will be returned to you

Name(s):	Arrival Date:
Address:	Departure Date:
	No. of Bedrooms:
	Non-Refundable	
	Deposit per Room:	£45.00
Postcode:	TOTAL Deposit Due:	£ .00
Tel: (Daytime)	Tel: (Evening)
E-mail: 1	E-mail 2:

DECLARATION: I / We agree to the Terms and Conditions above

	Client 1:		Client 2: <i>(If applicable)</i>
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:
Company	Company
/ Organisation:	/ Organisation:
<i>(If applicable)</i>	<i>(If applicable)</i>

TO BE COMPLETED BY VENUE MANAGEMENT

Counter			
Signature:	Date:
Name:	Position:

ADDITIONAL NOTES / COMMENTS