



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.

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.

BOOKING

To proceed with the booking, the customer must pay the required **Non-Refundable** deposit of **£60.00 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 or charge this sum on the card provided prior to arrival.

The balance outstanding on the bedrooms must be **paid in full two weeks prior to arrival**.

A credit card pre-authorisation will also be taken from guests to cover any additional balance on their bills, which must be settled at the time of departure.

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

Group bookings can only be made on a Bed & Breakfast basis.

We CANNOT hold rooms and allocate them to your guests for them to call in and book.

The Booker is responsible for supplying a rooming list in writing, two weeks prior to arrival, detailing the number of guests, and their names, for each room.

Guests arriving who are not specifically named on the rooming list will be denied entry to the Hotel.

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

BEDROOMS

To allow staff time to service the rooms the **earliest check-in time is 3.00pm**.

Checkout is strictly by 11.00am to facilitate cleaning ready for the next arriving guests.

Failure to leave by this time will incur a **£50.00 penalty charge**.

EXTRA GUESTS & CHILDREN

Standard rooms cannot accommodate an extra bed / guest.

Our Executive rooms can take a single additional guest using an extra bed or cot.

3 Adults is the maximum number we can accommodate in a room, and this is only possible in an Executive room.

Our Deluxe bedrooms can also accommodate up to 2 young children, sharing a small (4'6") sofa bed.

Extra adult guests CANNOT be accommodated in Deluxe rooms.

Extra Guests are charged at an additional cost of **£25.00** per person / child per night which includes breakfast.

Extra beds must be booked and paid for in advance, on submission of the rooming list.

CONFIRMATIONS

All bookings will be considered definite when confirmed in writing together with a **Non-Refundable** deposit of **£60 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.

CANCELLATION

Cancellation up 6 calendar months prior to Arrival date

Loss of deposit ~ £60 per bedroom

Cancellation 3-6 calendar months prior to Arrival date

Additional charge of £40 per bedroom

Cancellation less than 3 calendar months prior to Arrival date

Balance of the full bedroom rate

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.

Ivy Hill Hotel

WRITTLE ROAD, MARGARETTING, CHELMSFORD, ESSEX CM4 0EH

Reservations & Enquiries: (01277) 353040

sales@ivyhillhotel.co.uk www.ivyhillhotel.co.uk

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.

GUESTS VISITORS

Any supplier visiting to assist Brides, Grooms etc. prior to their wedding or event will not be allowed access to the hotel until after 8.00am to prevent disturbance to other guests.

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: £60.00
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: (If applicable)
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:
Company	Company
/ Organisation:	/ Organisation:
(If applicable)	(If applicable)

TO BE COMPLETED BY VENUE MANAGEMENT

Counter	
Signature:	Date:
Name:	Position:

ADDITIONAL NOTES / COMMENTS