**Terms and Conditions**

1. Number booked
2. Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. This is set out in the attached document. Final numbers must be confirmed 3 working days prior to the event (not including the day of the event) and, subject to a minimum number; this will be the number to derive charges.
3. The hotel reserves the right to change a designated room after the appropriate consultation with the client if the agreed minimum numbers are not to attend the event. This does not affect any minimum charge.
4. Payment
5. A deposit of 25% of the booking fee must be paid upon confirmation.
6. The outstanding balance of the account is payable 7 days prior to arrival unless alternative arrangements have been agreed by the hotel. Credit will be given for the deposit paid.
7. Completed credit application forms are required at least 21 days prior to the event for all customers requesting credit arrangements. The hotel is under no obligation to grant credit. If the credit is granted then settlement must be made in full on receipt of the appropriate invoice. Credit agreements are not offered to private individuals.
8. If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only recognised cards will be accepted. The card must be produced by the signatory prior to the event.
9. Events costing less than £250 must be paid by credit / charge card prior to the event.
10. Weddings and private functions must be fully prepaid at least 7 days prior to the event.
11. Cancellation by the Customer
12. Should you cancel your booking a charge must be made equivalent to any loss suffered by the hotel. Costs incurred for any equipment hired by the hotel on your behalf will be added to any cancellation fee.
13. The following percentages of the total amount pre-booked will be charged:
* If cancellation occurs 8 – 16 weeks before an event, cancellation is 25% of total charges
* If cancellation occurs 4 - 8 weeks before an event, cancellation is 50% of total charges
* If cancellation occurs 2 - 4 weeks before an event, cancellation is 75% of total charges
* If cancellation occurs 2 weeks or less before an event, cancellation is 100% of total charges
1. NO CHARGE will be made if the venue can be resold for the same date(s) at a similar fee.

When calculating the above periods, the actual day(s) of the event will not be taken into account.

1. Cancellation by the Hotel

The hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

* If the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the hotel’s control.
* If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part or your assets.
* If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.
* If the event may, in the hotel Manager’s reasonable opinion, prejudice the reputation of the hotel.
1. Liabilities
2. Please safeguard your property. The hotel will not accept any liability loss or damage to property of death or illness of or injury to persons unless caused by the hotel’s negligence.
3. Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event.
4. You are advised to consider your insurance cover in respect of (b) above.
5. General
6. Goods and services may not be bought or sold on the premises without the hotel Manager’s prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event.
7. The hotel name, logo and telephone number and the name “Maldron Hotel Belfast City” not be used in any advertising or other publicity without the prior written consent of the hotel Manager.
8. Belfast City Council do not permit fly posting in the City under Article 18 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985. Any un-authorised fly posting is not the responsibility of Maldron Hotel Belfast City. Please note that any legal action or financial penalty made against Maldron Hotel Belfast City will be passed onto the client.
9. No signs, displays, posters or other material may be fixed to the walls of hotel rooms without the prior authorisation of the hotel Manager.
10. If the contract includes your employing the services of an outside contractor you will indemnify the hotel against any loss or damage to property to death or illness or injury to any persons and against all claims, costs, demands, proceedings and damages arising there from. Any outside contractor employed by you must report to the duty Manager at the hotel and sign the hotel’s standard Contractors Indemnity Form. The hotel reserves the right to refuse access to any contractor in appropriate circumstances.