**Future Inns Bristol Terms & Conditions**

This agreement is made between Future Inns [Herein called "the Company"] and (Herein called "The Client"].

Signature by Client and the Company shall constitute the acceptance by both parties of the stated arrangements and the terms and conditions herein. Receipt of this form by the due date is necessary to secure this booking.

**Accommodation**

**Rates:** Accommodation rates confirmed are based on the number and configuration of rooms booked by The Client at the time of confirmation. Should the configuration change, an increase in rates may apply.

**Arrival and departure:** Rooms will be available at the discretion of the Hotel as early as possible after 14.00hrs on the day of arrival and must be vacated before 12 noon on the day of departure.

**Rooming list** must be provided to the hotel in alphabetical order not less than 14 days before the date of arrival.

The hotel cannot be responsible for the collection of monies for services not contracted and will therefore be redeemable by the contracted company.

**Porterage** is not included and can be negotiated direct with the hotel.

**Commission:** Any commissions that are payable on this booking, will be paid, by The Company, after the event.

**Conference & Banqueting**

Rates are quoted based on services booked only. Additional services booked while The Client is in-house will be extra. The guaranteed number of attendees must be confirmed to the Events Office not less than 72 hours prior to the commencement of the function. The minimum charge payable will be based on minimum numbers as indicated on the contract

The Company reserves the right at all times to alter or change the rooms or accommodation to be provided to The Client for the purposes of the event, provided that such alteration or change does not materially and adversely affect the event.

**Contracts & Deposits**

All rates are inclusive of VAT at the current rate. Any future changes to taxes will affect the rate accordingly.

**Deposit and Payment Schedule:** A 50% deposit of the total event value is required along with a signed copy of the contract in order to secure your booking.

All payments are non-refundable except where the function room and/or accommodation is subsequently resold for similar revenue.

Final payment is required in full no later than 14 days prior to the start date of The Clients event.

Where a credit facility exists, invoices presented by The Company will be payable by The Client within 30 days from the date of issue. A deposit is not necessary to secure the booking, if a credit facility exists. In the event of a dispute regarding the amount of any invoice, the undisputed portion must be paid immediately and both parties must endeavour to resolve the dispute concerning the balance within seven days. Any queries on invoices must be notified to us within fourteen days of the invoice date. Should queries not be raised within this period of time, full payment will be required and any outstanding issues will be dealt with consequently.

All credit facilities are issued at the discretion of The Company, subject to The Client providing full credit history details and the subsequent results of credit checks.

**Pro forma invoices** will be issued in line with the payment schedule:

If credit facilities are not in place , 50 % of the total event value must be paid with the signed contract, 100% of the total event value must be paid 14 days prior the event

**Payment method options are:**

**Bank Transfer -** Please include a description to clearly identify the payer and the item being paid.

Bank Name: Allied Irish Bank

Address: 19 White ladies Road, Clifton, Bristol, BS8 1PB

Sort Code: 23-84-80

Account No: 01062061

Account Name: Future Inns Bristol LP

VAT No: 909007439

**Cash / credit - debit card** - direct to the Sales Department

**Cheque -** made payable to ‘Future Inns Bristol LP’

**Credit Facility** - subject to successful application and credit checks.

Failure to comply with the deposit and terms of payment schedule may, at The Company's discretion, result in the cancellation of the reservation.

Subsequent charges incurred during the course of The Client's function will be debited to the master account in the name of The Client on or before the departure date. Where a credit facility exists, invoices presented by The Company will be payable by The Client within 30 days from the date of issue.

**Cancellation Policy**

Should The Client cancel all or part of this booking on or before the arrival date The Company will endeavour to resell the accommodation and/or function space to obtain equal revenue. In the event that the function space and/or accommodation is resold, The Client will reimburse The Company for any shortfall in profit as a result of the cancellation. Partial or total cancellation shall be invoiced on the basis of the following charges:

60 days or more advance notice before arrival of the group or event: no cancellation charge incurred

59 days to 30 days advance notice before arrival of the group or event: 50% cancellation charge incurred

29 days to 14 days advance notice before arrival of the group or event: 75% cancellation charge incurred

Less than 13 days advance notice before arrival of the group or event: 100% cancellation charge incurred

**Full cancellation:**

If the conference and/or accommodation space is cancelled in full, 60 days prior to the booking date, no cancellation fee will be applicable. Thereafter The Client is responsible for full payment of the contracted amount in line with cancellation policy. In event of cancellation by The Client, The Company will endeavour to re-sell the cancelled facilities. Should The Company successfully re-sell the cancelled facilities to the same value of that booked by The Client cancellation charges will be waived or if payment has already been made it will be returned.

**Postponement:**

In the unlikely event that a booking, conference and or accommodation, is postponed, notice in excess of 30 days of the scheduled event must be given to The Company. The Client will be offered three alternative dates within 3 months of the date of postponement. If The Client confirms the booking for a later date any payment made will be transferred. Should The Client not be willing to commit to any of the dates offered, deposits paid will be fully forfeited to the hotel. The Client will be limited to one postponement per booking.

If the Client cancels within 30 days of the scheduled event, normal cancellations terms will apply.

**Part Cancellation:**

If the conference and/or accommodation space is reduced in part, 60 days prior to the booking date, no penalties will be applicable. Thereafter The Client will be responsible for the original value agreed in the function contract. The Company will endeavour to re-sell the cancelled facilities. Should The Company successfully re-sell the cancelled facilities to the same value of that booked by The Client cancellation charges will be waived or if payment has already been made it will be returned.

On presentation of the rooming list, 14 days prior to arrival, all unsold space will be released back to The Company. The Company will endeavour to re-sell the space to obtain equal revenue. If the Company is unable to achieve these charges the full amount will apply.

**Advertising and Publicity**

Any advertising or publicity for functions at the Hotel require prior knowledge and consent of management and must be of a standard reflecting the quality of the hotel.

**Access and vacate times**

Room access and vacate times agreed must be strictly adhered to on all occasions.

**Bands and Live acts**

All performances must be in possession of Public Liability Insurance to cover any injury to any guest or client caused by the manufacturer or their equipment. The Company must be advised in advance of the nature of entertainment and may, without prejudice, deny access.

**Lost / Damaged Property**

The Company does not accept liability for loss or damage to any object, equipment, furniture, stock or other property brought on to the premises by The Client or hired by the company on The Client's behalf.

**Damage to Hotel**

The Client will take every precaution not to damage property of The Company. The Client will be responsible for any such damage caused to the property during the booking by The Client's guests, employees, contractors, agents or any other persons under The Client's control. The Client will assure that nothing is affixed to the floors, walls, ceilings (by nails, screws, tape, drawing pins or other means, unless previously agreed in writing by The Company). Damage caused to hotel property in such an instance will be charged in full.

The Client may be required to provide additional forms of security by means of a deposit.

**Frustration to contract and liability**

If The Company is prevented from carrying out all its obligations by circumstances beyond its reasonable control, including government intervention, strikes, labour disputes, accidents, acts of God, national or local disasters or war or any event causing the whole or a substantial part of the hotel to be closed to the public, The Company's liability will be no greater than the amount already paid by The Client to the Company in respect of services booked.

**Variation to contract**

Any variation to the terms of this contract will only be binding if they are in writing and signed on behalf of The Company.

**Termination of Contract**

The Company reserves the right to terminate this contract without prejudice to any other right it may have, in the event that The Client fails to comply with the terms of this agreement.

**No Smoking Policy**

Under no circumstances will smoking be permitted inside the hotel site. If guests wish to smoke they must use designated area.

**Conference Balcony**

The conference balcony will be closed at 8pm every night. Any changes to this rule will be under the management's discretion. Food and drink are not permitted on the balcony. The balcony is also a non-smoking area.

**Car Parking**

Conference delegates are eligible for half price car parking unless agreed otherwise with the Events Office. Tickets will be validated at the end of a conference and need to be used within half an hour. This is subject to availability.

Thank you for booking your event at Future Inns Bristol. In order to secure your booking, please check your event details and terms and conditions carefully. By signing this contract you will be agreeing to the booking terms and conditions set out by Future Inns U.K. The signed contract should then be returned to the hotel by the date listed above.

I have read and confirmed my agreement to Future Inns terms and conditions

**Name**

**Signature**

**Company**

**Date**