

# Packfords Hotel



## TERMS AND CONDITIONS FOR EVENTS

### BOOKINGS

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1. A provisional booking will be held for a period of 14 days, after which it will be automatically released.
2. A booking becomes confirmed once a non-refundable deposit has been paid.
3. Upon confirmation, a pro-forma invoice will be created for the event based on the requirements and numbers given by the Client. Should these numbers reduce the Hotel reserves the right to charge.
4. The pro-forma invoice must be settled two weeks prior to the event.
5. Any additional expenses incurred on the day not provided for in the pro-forma invoice, are to be settled upon departure.
6. The final number of people attending the event must be given two weeks prior to the booked date.
7. The Hotel reserves the right to amend prices in the event of circumstances beyond its control, including but not limited to increases in statutory VAT.
8. The Hotel reserves the right without prior notice to change the Clients assigned function room for one of equal suitability if the Hotel has reasonable commercial or operational reasons for doing so.

### CANCELLATION

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9. Any cancellation must be confirmed in writing.
10. The Hotel reserves the right to raise the following charges:
  - Up to 6 months prior to the date – the paid deposit will be retained
  - 6 months to 30 days - 50% of quoted pro-forma costs
  - 15 days to 29 days - 80% of quoted pro-forma costs
  - 14 days or less – 100% of quoted pro-forma costs
11. An event date is transferable if the Hotel is given more than six months notice in writing and the original date is subsequently re-let. Otherwise the set cancellation charges will apply.

### ETIQUETTE

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12. The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, their guests, or employees. It reserves the right to exclude any person from the event or the premises if it reasonably considers them to be objectionable and if necessary stop the event without liability to any refund or compensation.

13. The Client will be liable for the cost of any repairs carried out as a result of any damage caused to any part of the Hotel or equipment, by any act of default or neglect by the Client, guest or employee of the Client.

## CEREMONIES

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14. It is the Clients responsibility to liaise with the District Registrar to organise the ceremony if being held at the Hotel.

## GENERAL

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15. Prior consent of the Hotel must be obtained for any entertainment or services contracted for the event. It is the Client's responsibility to ensure that they meet with all statutory codes and regulations.
16. Prior consent of the Hotel must be obtained for the use of helium balloons.
17. The affixing of any signs, displays **or** posters may only be carried out with the consent of the Hotel.
18. The Hotel cannot accept responsibility for loss of personal property or wedding gifts left in public areas. Coat-racks are provided for your convenience with items being left, at the owner's risk, with no liability to the Hotel.
19. With the exception of Wedding/Celebratory cake, consumables may not be brought in to the Hotel by the Client, their guests or employees, for consumption on the premises.
20. The Client and guests must fully comply with Health and Safety Regulations.
21. The Hotel operates a No Smoking policy throughout the building.
22. In accordance with the Hotel's Licence, the bar will close at 11.30pm and music must conclude by midnight.

Signature: \_\_\_\_\_

Function Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I have read and agreed to the above.

Please sign and return a copy to:

Packfords Hotel | 16 Snakes Lane West | Woodford Green | Essex IG 0BS

Tel: 020 85042642

Email: [enquiries@packfordshotel.co.uk](mailto:enquiries@packfordshotel.co.uk)