

Oatlands Park Hotel, Weybridge

146 Oatlands Drive
Weybridge, KT13 9HB, GB
Telephone: 01932 847242
Fax: 01932 821413



Meetings & Event Terms and Conditions

Definitions:

'The Booking' means the reservation by the Client of banqueting rooms, conference rooms, accommodation, equipment and other facilities for certain dates.

'The Client' means the person, organisation or company by whom the Booking is made.

'The Contract' means the agreement between the Hotel and Client for the hire of banqueting rooms, conference rooms, accommodation, equipment and other facilities as set out in the Booking Form and incorporating these Terms and Conditions.

'The Event' means the event or series of events to be held by the Client at the Hotel in accordance with the Booking.

'The Hotel' means the Oatlands Park Hotel, Weybridge, Surrey, KT13 9HB.

Bookings

1. The return of the Contract and/or deposit shall bind the Client to these terms and conditions, which shall take precedence over any terms and conditions proposed by the Client. These conditions shall also prevail over any previously published by the hotel in respect of Meetings, Conferencing and Events
2. The Bookings shall remain provisional until the Client returns the signed Function Sheet stating minimum catering numbers and bedrooms and the signed Terms and Conditions along with any deposit requested.
3. The Hotel reserves the right to release rooms held provisionally without notice or liability.
4. The facilities contracted in the agreement are for the exclusive use of the Client and its affiliates and resale of the facilities is not permitted without prior written consent from the Hotel.
5. Final arrangements with regard to the menu, beverages and special dietary requirements shall be notified to the Hotel at least 15 working days prior to the commencement of the Event.

Bedrooms

6. Bedroom allocations, room types and rates are set out in the Event agreement.
7. Written rooming lists should be received by the Hotel no later than 15 working days prior to the arrival date. After this date the Hotel reserves the right to release unnamed allocations without notice or liability unless guaranteed in writing by the Client.

Accommodation

Accommodation	Cancellation policy
No cancellation charge	before 90 days
30% cancellation charge	between 90 and 60 days
50% cancellation charge	between 60 and 45 days
65 % cancellation charge	between 45 and 30 days
80% cancellation charge	between 30 and 15 days
100% cancellation charge	less than 15 days

Up to 2 bedrooms may be cancelled up to 72 hrs before arrival date

Cancellation outside of the specified timescales may result in accommodation and delegate rates charged at the full contracted rate.

Deposits and Payment

8. For those Clients without credit facilities, a deposit of 25% of the total estimated value of the booking is payable upon confirmation with the remaining 75% being payable 21 days prior to your event.
9. Credit facilities will only be available subject to a satisfactory check on the Clients current credit status. The Hotel requires at least 20 working days notice prior to arrival date to arrange credit facilities. Credit facilities may be arranged 10 working days prior to the Event for an arrangement fee of £50 per application. The maximum credit limit must not be exceeded.
10. On approval of credit facilities the initial booking with the Hotel requires a deposit of 50% of the total estimated value payable 21 days prior to the event with the remainder payable on invoice. For subsequent bookings credit will be extended in full.
- 10a. If a credit account is not approved, or a credit limit is insufficient, full pre-payment of the total estimated charges will then be due immediately.
11. The Hotel reserves the right to re-check the Clients credit status at any time before the commencement of the Event and reserves the right to increase the deposit and/or pre-payment should there be a negative change in financial status.
12. Payment of any additional items requested during the Event and not pre paid will be paid by the Client on departure.
13. Accounts are payable within 14 days of invoice. Should any payment become overdue the Hotel reserves the right to charge interest on the overdue sum at the rate of 3% above the base rate of the Bank of England from the date payment was due until the date payment in cleared funds is received by the Hotel.
14. The Hotel reserves the right to amend the price to the Client in order to reflect any change in cost beyond the reasonable control of the Hotel.
15. The Client shall provide the Hotel with credit card details at least 14 days prior to the Event to cover the cost of any additional charges that may be incurred.
16. All payments by the Client to the Hotel shall be made without deduction or set off.

Postponement or Amendment by the Client

17. Minimum numbers are as per contract, any reduction in numbers will be fully charged. Whilst the Hotel will do its best to accommodate increased guest numbers, it can only do so within the constraints of its facilities and it must at all times comply with limits imposed by fire regulations.
18. The Hotel reserves the right to amend/change the minimum numbers policy without notice.
19. In the event that the guest numbers are increased or reduced the Hotel reserves the right to allocate to the Client alternative banqueting rooms, conference rooms, accommodation, equipment or facilities.
20. Any special dietary requirements should be notified to the Hotel at least 4 working days prior to the Event. No additional charge will be incurred for these meals provided they are within the cost of the main menu. Where no notice is given or where notification is less than 4 working days prior to the Event, an additional charge equal to 50% of the menu price may be charged.

Cancellation by the Hotel

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21. The Hotel may cancel the Booking

- (a) if the Event might, in the opinion of the Hotel, prejudice its reputation; or
- (b) if the Client is more than 7 days in arrears with any payment to the Hotel; or
- (c) if the Hotel becomes aware of any material adverse change in the Client's financial situation; or
- (d) if the Hotel becomes aware of any proposed or actual activity at the Event which breaches or is likely to breach licensing, health and safety or fire safety; or
- (e) if the client breaches any provision of the Contract and fails to remedy its breach within 7 days.
- (f) In the opinion of the Hotel there has been a significant change in the Client's contracted booking (e.g. Reduction in guest numbers).
- (g) If the Hotel or any part of it is closed or damaged due to circumstances beyond its reasonable control; or
- (h) The Client cancels or postpones any element of the Event.

Cancellation by the Client

22. The Client is advised to take out insurance against any cancellation of Booking.

23. In the unfortunate event that the Client needs to cancel the Booking the Client shall be required to forfeit any deposit or payment already paid and to make such further payments as is required to amount in total to the following percentages of the anticipated cost payable.

Cancellation Occurs	Percentage of Total Cost Payable
-In excess of 6 months prior to the Event	25%
-12 weeks prior to the Event	50%
-8 weeks prior to the Event	75%
Within 8 weeks prior to the Event	100%

24. Any third party charges incurred by the Hotel on behalf of the Client will be settled in full by the Client.

25. All cancellations must be received in writing and will be deemed to take effect from the date of receipt by the Hotel.

Arrival/Departure

26. Bedroom accommodation is available from 3pm on the date the Event commences and must be vacated by 11:00am on the date the Event ends, unless the Hotel has agreed to alternative arrangements. Extension beyond these times shall entitle the Hotel to impose additional charges.

27. The conference/banqueting rooms will be available during the time periods specified on the Booking Form. Any extension shall incur additional charges.

28. If a particular room which has been booked by the client is unavailable at the hotel on the required dates, the Hotel reserves the right (without liability) to relocate the client to an alternative room within the Hotel.

29. Any accommodation requirements should be dealt with directly via reservations or our website.

30. Force Majeure.

Force Majeure means any circumstance beyond the control of the Hotel including, but not limited to, acts of God, fire, explosion, adverse weather conditions, flood, earthquake, terrorism, riot, civil commotion, war, hostilities, strikes, work stoppages, slow-downs or other industrial disputes, accidents, acts of Government, lack of power and delays by suppliers or materials shortages. For the avoidance of doubt, nothing shall excuse the Client from any payment obligations under the contract.

If the Hotel is prevented by from hosting an Event by reason of Force Majeure, the Hotel may, at its sole option, and without being liable for any loss or damage suffered by the Client, the Clients guests or third party contractors re-locate the Event to another hotel in the same locality, or terminate the Contract forthwith by giving notice to that effect to the Client.

General

31. The Hotel reserves the right to evacuate the Hotel in the event of a fire alarm or other emergency irrespective of whether it is a genuine emergency or not, in order to protect all guests and staff and does not accept any liability for any consequent delay to the Event.

32. The Client, the Clients guests and any third party contractor shall comply at all times with all regulations (statutory or otherwise), Hotel rules and regulations and any reasonable requests of the Hotel.

33. Should the Client, the Clients guests or any third party employed by the Client in connection with the Event be unwilling or unable, when asked by the Hotel to cease any behavior or activities unacceptable to the Hotel, the Hotel reserves the right to require them to leave the Hotel and/or to terminate the Event immediately, without refund or waiver of any monies already paid or payable.

34. The Client shall indemnify the Hotel against any claim made against it as a result of anything said or done by the Client, any of the Clients guests, delegates, staff and entertainers hired for the Event which constitute racial or sexual discrimination or otherwise breach any United Kingdom or European Union legislation.

35. The Client shall be responsible for any loss or damage sustained by the Hotel as a result of the acts, omissions or negligence of the Client, Clients guests and third party contractors at the Event and shall be liable for the cost of replacement or repair as appropriate as well as compensation for loss of business suffered by the Hotel.

36. If the Client requests that the Hotel hire any equipment on its behalf the Client shall be responsible for any loss or damage to that equipment and shall indemnify the Hotel for any costs incurred in making good such loss or damage and any costs imposed by the owner of the equipment.

37. The Client shall inform the Hotel of any proposed externally arranged entertainment, services or activities at the Event and the Hotel reserves the right to approve or prohibit such external arrangements without liability for any resultant cost to the Client. The Hotel reserves the right to regulate the noise level at the Event. In line with environmental sound restrictions, decibel meters are in force to prevent any accidental misuse. The management of the Hotel exercises the right of control over levels of sound within the property. Amplified sound is not permitted within the grounds.

38. The Hotel shall not be liable for failure to provide or delay in providing banqueting/conference rooms, accommodation, equipment, food or beverages or other facilities as a result of events outside its control.

39. No food or beverages may be brought into the Hotel without the Hotel's permission. The Hotel reserves the right to confiscate any such items.

40. The Hotel prohibits activities which contravene the Public Entertainments License or any other Licenses held by the Hotel. If the Client misleads the Hotel as to the nature of the activities to be carried on at the Event the Hotel shall have the right to cancel the Booking immediately without reimbursing or waiving monies paid or payable by the Client.

41. The Client shall not drive nails, tracks, screws, staples, or other like objects into any part of the Hotel, nor attach any adhesive substance to it.

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42. The Hotel accepts no responsibility or liability for any loss or damage to property of the Client, the Clients Guests or third party contractors employed by the Client. The Client should note that some event rooms are not capable of being locked and the Client shall be responsible for informing guests prior to the Event and taking all reasonable security measures.

43. If any provision of this Contract is so found by any Court or administrative body of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions in the Contract which shall remain in full force and effect.

44. If any provision of this contract is so found to be invalid or unenforceable but would cease to be so if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid and enforceable.

45. A person who is not party to this contract shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this contract.

46. This Contract constitutes the entire agreement and understanding between the parties in respect of the matters dealt with in it and supersedes, cancels and nullifies any previous agreement between the parties relating to such matters notwithstanding the terms of any previous agreement or arrangement expressed to survive termination.

47. No variation or alteration of any of the Contract shall be effective unless it is in writing and signed by or on behalf of each party.

48. Failure by the Hotel on any occasion to enforce any of the obligations on the Client contained in the Contract shall not constitute a waiver of its rights to do so.

49. The Contract shall be governed by the laws of England and Wales and any dispute shall be subject to the exclusive jurisdiction of the English Courts.

50. The following is only applicable for booking the York Suite. The Remote Control which is used for the lighting, screens, and sound plus the two wireless microphones are available on request.

DATE: _____

DATE: _____

DATE OF EVENT: _____

DATE OF EVENT: _____

SIGNATURE: _____

SIGNATURE: _____