



**Conference & Banqueting Agreement**

This contract (the "Contract") is made between The Park Hotel, Park Road, Teddington ("the "Hotel") and the client specified below (the "Client").

The following booking (the "Booking") is subject to the terms and conditions below and overleaf and all payments must be made by the due dates.

This Contract which includes the Booking for the Client' event (the "Event") is provisional until it has been signed by or on behalf of both parties, duly returned to the Hotel by the Client and the required deposit has been duly paid by the Client.

The Booking offer is valid until the return date set forth below.

If the Contract is not signed and returned to the Hotel by the requested date, or if the required deposit has not been paid by the above date, then the Contract is cancelled without notice and the Hotel may make other use of the facilities on the dates(s) of the Booking/Event.

**MEETING ROOM INFORMATION:**

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental

Car Parking and Wi-Fi included in the rate.

**Rate Information:** The Park Hotel is pleased to offer the following NON COMMISSIONABLE rates

All rates are inclusive of VAT at the prevailing rate which is currently 20.0% and is subject to change without notice.

**Equipment Required:**

**Payment Method:**

.....  
.....

**Function Sheet details**

Additional agreements/changes will be made on the function sheet, which will be sent to you to be signed prior the date of the event.



## **PAYMENT TERMS**

There is several ways for the client to pay for the event:

### Cash Paying Clients:

- A first deposit of 50% of the total projected charges must be paid by the Client to the Hotel upon signing and return of this Contract, unless other arrangements are made.
- Final outstanding balance to be paid 14 days prior to the event, unless hotel has agreed alternative arrangements.
- NO other charges can be charged to the main account on the day, unless a credit card is provided for extras.

### Clients paying with Credit Card:

- If payment is to be made by either 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 the event.
- A first deposit of 50% of the total projected charges must be paid by the Client to the Hotel upon signing and return of this Contract, unless other arrangements are made.
- The client has to complete a credit card form, which need to be sent back to us.
- Final outstanding balance to be paid 14 days prior to the event, unless hotel has agreed alternative arrangements.

### Client paying with Cheque:

- A first deposit of 50% of the total projected charges must be paid by the Client to the Hotel upon signing and return of this Contract, unless other arrangements are made.
- We will not accept any post-dated cheques. If the client is coming in to the Hotel to pay, we require the cheque guarantee card to be shown as well.
- Any prepayment by cheque must be received a minimum of 5 working days prior to the arrival date. After this time all prepayments must be by credit card, bankers draft or bank transfer.
- Final outstanding balance to be paid 14 days prior to the event, unless hotel has agreed alternative arrangements.

**IN THE EVENT THE DEPOSITS DESCRIBED IN THE FIRST TWO PARAGRAPHS OF THIS SECTION ARE NOT RECEIVED BY THE HOTEL BY THEIR DUE DATES, THE CONTRACT IS CANCELLED AND THE HOTEL MAY MAKE OTHER USE OF THE FACILITIES ON THE DATE(S) OF THE BOOKING/EVENT, UNLESS OTHER ARRANGEMENTS HAVE BEEN AGREED.**

## 2. By Invoice:

Credit facilities with The Park Hotel may only be acquired by completing a credit application form, obtainable from the hotel. Completion of the form does not guarantee credit facilities, and if refused, payment will be required as per the above section.

Credit applications can only be considered at least two weeks prior to the event date.

If the client has an approved credit account with The Park Hotel, the following procedures will apply:

### **The Park Hotel**

Park Road, Teddington, Middlesex. TW11 0AB

Tel: 0208 6149700 / Fax: 0208 614 9701

Email: [res.park@bespokehotels.com](mailto:res.park@bespokehotels.com) Web: [www.parkhotelteddington.com](http://www.parkhotelteddington.com)



A 50% prepayment, based on the estimate, must be received by the hotel no later than one month prior to group arrival date. Or by return if there is less than one month to the arrival date. Following the groups stay, the client must pay the balance, within seven calendar days.

Should the client have sufficient credit limit established with the hotel, the full balance can be invoiced after the event and needs to be settled within seven calendar days.

**Cancellation Policy:**

Between 24 and 16 weeks before the scheduled date of my event or meeting	20% of the amount of my reservation
Between 16 and 12 weeks before the scheduled date of my event or meeting	35% of the amount of my reservation
Between 12 and 8 weeks before the scheduled date of my event or meeting	50% of the amount of my reservation
Between 8 and 3 weeks before the scheduled date of my event or meeting	75% of the amount of my reservation
Less than 3 weeks before the scheduled date of my event or meeting	100% of the amount of my reservation

Accommodation :

For any accommodation booked, all non-guaranteed rooms will be released at 18:00 on the day prior to arrival. No refund on accommodation monies will be made for cancellations of an event unless the hotel is able to re-sell the space.

In the event you need to cancel a confirmed reservation at the hotel please make sure to call our Event Manager. Once a cancellation reference has been received, the booking is officially cancelled.

The Park Hotel credit terms and conditions apply. Should you require further information please do not hesitate to contact us.

Credit facilities are not offered to private individuals.

**Events costing less than £250 must be paid by credit/charge card or cash prior, to the event. Credit facilities will not be offered.**



**All quotes are inclusive of VAT at 20.00%**

The person signing below for and on behalf of the Client hereby warrants to the Hotel that he has the authority to do so. In the event that he is not so authorised, the signing individual shall be liable for the complete performance of the Contract and for payment of any and all sums due under this Contract.

I have read the contractual terms of this Contract and agree to be bound by them.

For and on behalf of Hotel

For and on behalf of Client

Signature

Signature

Name

Name .....

Title

Title .....

Date

Date .....

Booking:

***By signing this agreement I confirm I have read, understood and agree to the above Terms & Conditions***

***Please indicate which layout you require for your event***