

Functions - Terms and Conditions (please Sign and return to hotel)

Reservations and Payment

1. All bookings must be confirmed with a non-refundable deposit (amount depending on function)
2. Full and final payment is required 14 days prior to the event and final details for the function including numbers, menus and table plans must be given at this point.
3. All guests' rooms that need to be booked require a deposit of £15.00 per person per night to confirm booking and only the allocated rooms for the function can be booked via the Sales Office.

Any further rooms required are on a request basis only and normally are required for a minimum of two nights over a weekend.

Confirmation By The Client

1. Once confirmation and deposit has been received all such facilities, services, food and beverages reserved on your behalf will be subject to the terms and conditions of the contract.
2. Numbers must be advised to the Hotel at the time of written confirmation. Final timings, menus and any special dietary requirements etc must be confirmed at least 14 days prior to arrival.

Cancellation

1. Should you need to cancel or postpone your confirmed booking at any time prior to the event, we will make every effort to resell the facilities on your behalf. Any cancellation, postponements or partial cancellation should be advised as soon as possible verbally and then confirmed immediately in writing.

The company's cancellation policy is as follows:

- Over 52 weeks prior to the event No charges and your deposit will be lost
- 38 – 52 weeks prior to the event Loss of deposit
- 12 – 38 weeks prior to the event 50% of all contracted charges
- 4 – 12 weeks prior to the event 75% of all contracted charges
- Less than 4 weeks prior to the event 90% of all contracted charges

General

The Hotel reserves the right to approve externally arranged entertainment, services or activities that you arrange.

Good night sleep policy - At midnight all music volume must be reduced by 25% as there are bedrooms above the function rooms. The Hotel cannot accept liability for any resultant costs incurred.

No smoke machines allowed

The hotel does not take responsibility for cards or presents given to the client as gifts.

The Hotel cannot accept liability for any resultant costs incurred.

Should any of your guests fail to correct any aspects of poor behaviour or activities unacceptable to the Company or English Law, the Hotel reserves the right to ask them to leave the premises. Should this occur no monies will be refunded.

The cost of repairing any damage caused to the Hotel, it's property or grounds by any of your guests, must be reimbursed to the Hotel by the Client.

No food, wines or spirits brought into the Hotel by the client or any of your guests may be consumed unless corkage is charged (wine only)

No Chinese Lanterns are allowed in the hotel grounds

Prices quoted are inclusive of VAT at 20% unless otherwise specified.

Whilst the Company has taken all reasonable steps to ensure that the information contained in its brochures is accurate, it reserves the right to alter, withdraw or substitute any service, facility or amenity at any time without notice if necessary.

Should numbers reduce from original confirmation the hotel reserves the right to move function rooms, to accommodate the new size of the party.

Children's Policy

The Cumberland welcomes children both as residents and non-residents for meals and functions. In order to follow licensing regulations, comply with Health and Safety policies at the hotel and maintain the hotel ambience for guests staying at the hotel, it is STRICTLY required that all non-resident children under the age of 12 years are subject to the following policy.

POOLSIDE NO Children under 12 years are permitted to be in the vicinity of the poolside or Lido deck without parental supervision at any time during their visit. This is a very dangerous area for children with an open pool and also when food and drinks are being constantly carried across the Lido Deck.

BAR AREAS

NO Children are permitted to be present in ANY of the bar areas of the hotel. This includes the Del mar Lounge, Ventana Bar. Children are permitted in the Ventana Brasserie and all function rooms including the Oceana, Mirabelle and Red Door with parental/guardian supervision.

(temporary exceptions will be made to this strict policy for children wishing to use the bathroom, and during room change over's, but we would ask that they are supervised by their parents/guardians during this short times) The bar areas are generally busy with servers transporting hot food and drinks and this is not compatible with unsupervised children.

RECEPTION NO Children are permitted in the reception or lobby area unattended. This is an extremely busy part of the hotel, with guests arriving and departing, servers transporting food and drinks, and cars passing through the driveway often just outside this area. If you are in this area with children please can you ensure they are not running or playing in the lobby area for obvious safety reasons.

CRECHE Functions with large numbers of children in attendance may be asked to organize a crèche as a condition of their event. The Hotel may be able to assist with arrangements, movies and drawing materials to make sure the children enjoy their time at the hotel.

FUNCTION ROOM It is a strict policy at Cumberland that children attending functions remain in the function room (rooms) booked for the event. They are NOT permitted in the Bar Lounge areas of the hotel except during room change around, and in the event this occurs, they MUST be supervised at all times by parents or family members.

It is the function/event organizers responsibility to ensure that all attendees of the event are aware of the Non Resident Children's Policy. The Cumberland Hotel accepts no responsibility for accident or injury occurring as a direct result of unsupervised children, this also applies to accident or injury sustained by other guests or staff of the hotel. This policy has been designed for the protection of both the hotel, its guests and the children and will be strictly enforced.

Parents/guardians not adhering to the above policy may be asked to leave the event early

This agreement shall be subject to English Law.

As a representative of **The Cumberland Hotel**

Hotel Signature _____

Date _____

Printed:

Client Signature _____ (client/s)

I herby accept the above terms and conditions

Date _____

Printed