

BOOKING GUIDE

FOR RESIDENTIAL ORGANISERS

Tips & Info
for
Organisers



GUESTS MINIMUM AND MAXIMUM NUMBERS

1 2 3

MINIMUM:

Please confirm numbers which you are confident in attending

MAXIMUM:

We will keep a note of that but we cannot always guarantee to be able to accommodate this number.

INCREASE:

We try our best to accommodate any increase. However it is important that you contact us and check availability for any increase in your numbers, as we reserve the right to fill any vacant spaces, unless you have booked sole use of the centre.

The latest confirmed number in writing will replace the number on the booking form.

WRITING:

Any cancellation/ reduction and increase in numbers must be made in writing.



You must ensure that you have travel / events insurance to safeguard yourselves against any possible loss to your organisation.

BOOKING AND FINANCES

TENTATIVE TO CONFIRMED BOOKING

Please sign the booking form and pay the deposit within 14 days according to your minimum numbers of £30 per person.

COMMITMENT:

We suggest that you obtain a firm commitment from your guests/ students/ pupils/ youth, plus an understanding of any cancellation of the individual booking.

PAYMENT PLAN:

Perhaps you could set up a payment plan to meet the cost of your event.

PAYMENT DUE DATES

DEPOSIT:

14 days after receiving paperwork

MAIN INVOICE:

4 weeks before your stay

SUPPLEMENTARY INVOICE:

Before arrival

CLOSING INVOICE:

Due immediately
(Further charges apply if unpaid)

CANCELLATION CHARGES RESIDENTIAL GUESTS AND DAY GUESTS

Within 16 weeks
(26 weeks sole use)
of the start of stay

50%

Within 8 weeks
(26 weeks sole use)
of the start of stay

100%

The cancellation charges refer to the original quote.
Please refer to Booking Conditions 6 and 7 for full information.

ADMIN/ CHANGES TO MY BOOKING CHARGES

Late / overdue payment
Late departure of bedrooms
Late group information

From £25

RUN UP & DAY GUESTS

GUEST INFORMATION PACK

Our Duty Manager Team will take care of your event, so they will send you our info pack around 4-6 weeks before your event. This pack includes information about allocated bedrooms, day visitors, conference room set up and dietary requirements. Please make sure that you will send it back at the requested date.

CONFERENCE/ EVENT ROOM

We will allocate a conference/ event room which either has been discussed at the time of the booking or which will be suitable for the size of the group.

If you request a room which is larger than for your size intended we reserve the right to make an additional charge for the larger room.

DAY GUESTS

We are happy to welcome day guests in addition to your residential event.

NUMBERS:

Please be aware that they need to be booked with us and be part of your guest list prior to your event.

SIGN IN:

You guests must sign in on arrival and out when leaving.

TERMS AND CONDITIONS:

Day Guests are subject to the same terms and conditions and site rules.



Sole use of the Centre:
Weekend: 120 paying guests
Midweek: 100 paying guests



Weekend single bedroom occupancy
surcharge: 20% of the full adult fee.
Subject to availability.



Any questions? Please contact us

01604 493111 enquiries@kingspark.org.uk

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