

# BOOKING GUIDE

FOR RESIDENTIAL Tips a INFO ORGANISERS





GUESTS MINIMUM AND MAXIMUM **NUMBERS** 

BOOKING AND FINANCES

RUN UP 8 DAY GUESTS

#### **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 numbers, as we reserve the right to fill any vacant spaces, unless you have booked sole use of the centre.

writing will replace the number on the booking form. **(Q)** 

## **WRITING:**

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



**CANCELLATION CHARGES** 

**RESIDENTIAL GUESTS AND DAY GUESTS** 

## 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

## **ADMIN/ CHANGES TO** MY BOOKING CHARGES

Late / overdue payment Late departure of bedrooms Late group information

## From £25

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

Within 8 weeks

(26 weeks sole use)

of the start of stay

100%

# **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 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

## **DAY GUESTS**

day guests in addition to you<mark>r</mark> residential event.

## **NUMBERS:**

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

#### 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.

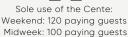


Within 16 weeks

(26 weeks sole use)

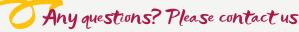
of the start of stay

50%





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













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