



### **Terms and Conditions for Meeting & Events**

COMPANY OR INDIVIDUAL NAME

FULL ADDRESS

ROOM BOOKED AND DATE

- The contract and its contents form an agreement between the client and the Hotel and should be returned to the Hotel within 7 days of receipt together with any deposit stated.
- Providing you are approved credit account customer with, Huggler Hotels t/a The Club Hotel & Spa the invoice must be paid within 30 days of its receipt. **During Christmas period a £150.00 must be prepaid to guarantee the reservation in the Club Hotel & Spa. In case of booking in Bohemia a £15.00 per person deposit is required to be pre-paid.**

If the client is not an approved credit account customer with Huggler Hotels t/a The Club Hotel & Spa notwithstanding any other provisions in this agreement, the following shall apply:-

- **£150.00 must be prepaid to guarantee the reservation – in the Club Hotel**

- **£15.00 per person deposit required to be pre-paid – in Bohemia**

- **A credit or debit card must be provided**

- *Any additional costs incurred by the Hotel and not taken into account in the calculation of the total charges must be paid by the client at the end of the function.*

- Please note that in the event of cancellation, the following charge in relation to loss of revenue will apply for the **Entire Event**.
  - *Cancellations received 4 weeks prior to the event - 25%*
  - *Cancellations received 3 weeks prior to the event – 50%*
  - *Cancellations received 2 weeks prior to the event – 75%*
  - *Cancellations received 1 week prior to the event – 100%*
- Pre-orders for all parties in the Club Hotel should be given by Tuesday two weeks prior to the event. If booking has been made in Bohemia, tables of 12 or more should provide pre-orders two weeks prior to their events. Table of 11 or less can order on the night.
- The hotel shall not be liable for any loss or damage to the property of the client or any such person as may so occur except within the constraints of the Hotel Properties Act 1956. In the case of loss or damage to the property, it shall be reported and noted by the Duty Manager at the time of discovery thereof and reported to the Police within 24 hours.
- The client shall indemnify the Hotel from any loss or damage caused to any part of the Hotel premises or to any fixtures and equipment in the situation, which may arise as a result of the special event or property introduced to the Hotel premises by the client or any such persons.



- The client will always comply with the statutory laws concerning licensing and entertainment provisions relevant to the event.
- The special event shall terminate at the time stated. An additional charge may be made at the discretion of the Hotel, for any overrun.
- **Any deposit paid is non-refundable and non-transferable within the cancellation policy.**

Signature of acceptance of terms and conditions

Signature \_\_\_\_\_

Date \_\_\_\_\_

Full name \_\_\_\_\_

**Green Street, St. Helier, Jersey JE2 4UH, Channel Islands**

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