



CAVENDISH HOTEL

BASLOW

Conference Facilities 2023

Daily Delegate Rate

Minimum numbers 8 delegate's

£75.00 per person and includes
Arrival tea, coffee and pastries
Mid- morning coffee and cookies
2-course hot and cold buffet lunch
Afternoon, tea, coffee and cake
Mineral water
Screen (if required)
Flip chart
Room hire

24-Hour Delegate Rate

Minimum numbers 8 delegates

£283.00 per person and includes
Arrival, tea, coffee and pastries
Mid-morning coffee and cookies
2-course hot and cold buffet lunch
Afternoon, tea, coffee and cake
Mineral water
Flip chart
Screen (if required)
Room hire
3-course Gallery dinner
Double for single accommodation
Full Cavendish Breakfast

(£323.00 Superior/Inn Rooms)

Room Hire

Chatsworth Room / Private Dining Room £100.00 Half day - £170.00 Full day

Chatsworth Room / Private Dining Room £20.00 per hour

Maximum capacities

Private Dining Room

Boardroom style-10
Theatre style 15

Chatsworth Room

Boardroom style- 18
Theatre style 20

Equipment hire available and break-down of additional charges

Data Projector

£90.00 per day

Tea or coffee with biscuits

£6.85 per person

Working lunch (Clients choice)

POA

Finger Buffets

£29.00 to £41.25 per person

Numbers and Policy

The final number of guests attending must reach us seven working days prior to arrival allowing a maximum reduction of 10% in the numbers originally booked and confirmed. Accounts for the whole event must be settled on departure unless credit facilities have been previously arranged. Should you need to cancel your booking and we are able to re-let the space to a comparable function no cancellation charges will be levied. However if we are unable to do so we then reserve the right to charge as stated below. Re-booking within 30 days will waive the estimated charge.

One month prior to arrival – 50% of anticipated revenue

Two weeks prior to arrival – 75% of anticipated revenue

One week prior to arrival – 100% of anticipated revenue

Please refer to the full Terms and Conditions included with this information

All prices are inclusive of VAT. A 5% service levy is added to all accounts for distribution directly to staff.

Cavendish Hotel

Fax no: 01246 582312

Conference Booking Enquiry Form

Company Name:

Contact Name:

Address:

.....

.....

Telephone Number: Fax No:

Arrival date & time:

Departure date & time:.....

Accommodation required:

Number of delegates:

Room Layout:

Equipment Required:

Menu Choice:.....

Refreshment Times

Morning Coffee:..... Afternoon tea.....

Lunch Dinner.....

Any special requirements:.....

Rate:

Account Instructions:

For the account to be forwarded to your office for subsequent payment, we are prepared to do this if you are a Public Limited Company and the instruction is confirmed in writing on a company letterhead. For any other company we require the full address of its registered office, the names of its principal directors, date of incorporation and the approximate annual turnover.

TERMS AND CONDITIONS OF BOOKING

PROVISIONAL BOOKINGS - We will hold a booking not secured by a deposit for 7 days. Should a deposit to confirm the booking not be received after this time, we will release the booking and offer the date to other enquirers.

NUMBERS - the basis of the rooms booked are deemed to be those referred to when confirming the event with your deposit ('the minimum number'). A reduction in 'the minimum numbers' of up to no more than 10% of those originally booked will be acceptable up to 4 weeks prior to the event taking place. Any reduction of the 'minimum number' within 4 weeks of the event taking place will result in the original 'minimum number' being charged.

PRICES - The price charged for facilities or services will be those indicated on the confirmation of the booking from us to you following receipt of the deposit. Prices within the literature apply to the current year; for events beyond this date, we will be happy to supply a written quotation. A 5% service levy is applied to all accounts for distribution directly to staff.

DEPOSITS - To confirm your booking we will require a deposit of equivalent to 25% of the total value of booking, a further deposit of equivalent to 25% of the total value will be required six months prior to arrival. If your booking is for within six months of your booking date we will require a deposit of equivalent to 50% of the total value.

We will issue a receipt together with confirmation of details of the booking at this stage. You will be asked to sign a copy of these terms and conditions to indicate your acceptance of same.

FINAL PAYMENT - The balance of the event will be required one month prior to the date of the event.

CANCELLATION - Should cancellation of the event take place, a cancellation charge based on the value of the pre-booked business, will be levied on the following scale:

Less than 4 weeks prior to the event: 100% value of the booking.

Between 4 and 12 weeks prior to the event: 75% value of the booking.

Between 12 and 26 weeks prior to the event: 50% value of the booking

The value of the deposit will be deducted from any cancellation fee levied.

CANCELLATION BY THE HOTEL - The Hotel may cancel the booking at any time without obligation to you in any of the following circumstances:-

If the Hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the Hotel's control.

If you become bankrupt or insolvent or enter into liquidation.

If you are more than 30 days in arrears with payments to the Hotel for previously supplied services.

If the event may, in the opinion of the Hotel Management, prejudice the reputation of the Hotel.