

TERMS AND CONDITIONS

SCHEDULED EVENTS

DEPOSITS AND PAYMENT

Full payment is required upon booking.

All payments are non-refundable and non-transferable.

Payments can be made by debit /credit card over the telephone or by cash.

Deposits and payments should be marked: F.A.O. the Scheduled Events Manager.

MENU

All menu choices and dietary requirements are required 4 weeks prior to the event along with any preferred seating plans.

Bookings of 8 people or less may be seated on shared tables with other guests.

Menu choices and/or dietary requirements should be collated with the lead name and party date marked clearly as point of reference.

CANCELLATIONS

Cancellations cannot be refunded or transferred to another booking.

Cancellations or changes to booking numbers should be confirmed in writing by email to sales@lynfordhallhotel.co.uk or by post marked For the Attention of the Scheduled Events Manager

The deadline for increasing booking numbers is 7 days prior to the event – subject to availability. At this time, menu choices and full payment must be submitted for the additional booking to be accepted.

OTHER INFORMATION

All prices **include** VAT, unless otherwise stated.

By paying a deposit I confirm the booking of the facilities and rates as quoted in the aforementioned quotation reference/letter. I have read and fully understand that the contract is subject to the terms and conditions set out.

