

The Small Print

You are advised to read this carefully before booking

Booking Conditions

Conference Torquay will make every effort to arrange the accommodation requested on the booking form but reserve the right to arrange accommodation in the nearest alternative to your request.

The agreement is a binding contract between the client and the accommodation provider concerned and on the express condition that the Conference Bureau shall not be liable for any loss (consequential or otherwise), damage, injury (whether fatal or not), delay, inconvenience or irregularity caused through acts or default of the provider of the accommodation or his employees, servants or agents.

Deposits

The hotel may request a small deposit which will be deducted from your final bill. The hotel management reserves the right to retain this deposit against any charges in respect of cancellation or non-arrival as per the cancellation policy set out.

Cancellation Policy

1. Where a booking for a conference accommodation and/or service is cancelled, notification must be made by the delegate or their agent in writing. The customer may then be billed for a cancellation charge.

2. The cancellation charges are normally* as follows:-

Notice:			
6-2 months -	20% }	of quoted guest/	
2-1 months -	33% }	conference rate	
1 month - 2 weeks -	50% }	for period of	
2 weeks - day of arrival -	66% }	booking	

On day or no show, or departure early, or arrival late

-100% of quoted rate charged for the period cancelled

3. Should an hotel be able to re-let cancelled accommodation, the hotel will waive the cancellation charges incurred.

4. Persons or organisations making booking(s) will be asked to sign a written confirmation for accommodation identifying their acceptance of the above Cancellation Policy. The Cancellation Policy will be operational even if it is not signed and returned.

All conference delegates are advised to take out cancellation insurance

Useful Telephone Numbers

Accommodation Enquiries 01803 206 302
 Riviera International Conference Centre 01803 299 992
 Tourist information 0906 680 1268
 (calls are charged at 25p a minute)

please return the booking form to:

Accommodation Booking Service
Conference Torquay
Riviera International Conference Centre
Chestnut Avenue Torquay Devon TQ2 5LZ

or fax us: 01803 206 310 or
 Email us: accom_bureau@torbay.gov.uk
 Website: www.conferencetorquay.co.uk

Accommodation booking forms will be accepted at any time up to THREE weeks before the start date of conference, after which time availability cannot be guaranteed.

All bookings processed on a first-come-first-served basis.

* individual hotels may have different levels of charges



Design and production: Martin Harris Creative Media Ltd Tel: 01803 390055

Accommodation Booking Form Please use block capitals

Name of Conference/Exhibition/Event _____

Arrival Date _____ Departure date _____ No. of nights _____ Total no. of rooms _____

Please give details of every person in your party:

Surname	Initial	Mr/Mrs/Ms Dr/Rev	Room Type S/T/D/F	BB DBB	No persons occupying room	Estimated time of arrival

If there are more members in your party please use separate sheet

Key S = single; T = Twin; D = Double; F = Family; BB = Bed & Full English Breakfast; DBB = Bed, Full English breakfast & Dinner

If you have chosen a specific Hotel or other establishment please state your choices:

1st: _____ **2nd:** _____

If your establishment choices are not available, please indicate a maximum price per person, per night and we will book a similar establishment on your behalf. £ _____

I have read and agree, on behalf of all persons named, the the conditions on this page

Signed: _____ (signature of the first person listed which we will take as the lead name) **Date:** _____

Name and address (to whom confirmation should be sent): NAME: _____

ADDRESS: _____

_____ **DAYTIME TEL (inc. STD Code):** _____

FAX: _____ **EMAIL:** _____

Special requests (we will pass this information on to your accommodation provider who will confirm that your request can be met)
