



## CONFERENCE BOOKING FORM

Please complete the following form and fax it back to the Conference Department on 01242 548 201.

- **Date of event:** \_\_\_\_\_ **Times from/to:** \_\_\_\_\_
- **Rooms (please tick):**  
 **Opal**                       **Moonstone**                       **Amber**  
*(N.B. For events with maximum capacity an additional room will need to be booked for refreshments, please ask for advice when booking).*
- **Room layout (please tick):**  
 **Theatre**                       **Boardroom**                       **U-shape**                       **Classroom**
- **Audio-visual requirements (please tick):**  
 **LCD projector (Plasma Screen in the Conference Room)**                       **Flipchart**

**Any addition equipment** (may be subject to charge \_\_\_\_\_)

- **Maximum number of delegates:** \_\_\_\_\_ **Minimum number of delegates:** \_\_\_\_\_  
*(N.B. Minimum number for catering, plus catering requirements, must be indicated at the time of the booking)*

- **Price Agreed:** \_\_\_\_\_
- **Commission Agreed (Travel Agents Only):** \_\_\_\_\_

**Name of company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title of Meeting / Event:** \_\_\_\_\_

**Contact on the day:** \_\_\_\_\_

### Bedrooms if required:

DATE	QUANTITY	TYPE (DOUBLE/TWIN)	NO. OF NIGHTS	NOTES



### CATERING & 3<sup>RD</sup> PARTY CREDIT CARD FORM

**Lunch Menu 1 £8.95 per head**

Selection of sandwiches & wraps on white & wholemeal bread;  
Duck wrap  
Roasted vegetable & pesto wrap  
Prawn Marie Rose sandwich  
Chicken mayo & rocket sandwich  
Ploughman's sandwich  
Roasted vegetable & pesto Pannini  
Tuna & melted mozzarella Pannini

Selection of mini pizzas  
Hot nachos with salsa dips

Bowl of salad leaves with cucumber & tomato

**Lunch Menu 2 £10.95 per head**

Selection of sandwiches & wraps on white & wholemeal bread;  
Duck wrap  
Roasted vegetable & pesto wrap  
Prawn Marie Rose sandwich  
Chicken mayo & rocket sandwich  
Ploughman's sandwich  
Roasted vegetable & pesto Pannini  
Tuna & melted mozzarella Pannini

Selection of mini pizzas  
Platter of sausage batons  
-Cumberland & Pork, apple & leek  
Roasted mushroom, pepper & onion skewers with dips

Bowl of salad leaves with cucumber & tomato

Chocolate Brownies

**Lunch Menu 3 £13.95 per head**

Selection of sandwiches & wraps on white & wholemeal bread;  
Duck wrap  
Roasted vegetable & pesto wrap  
Prawn Marie Rose sandwich  
Chicken mayo & rocket sandwich  
Ploughman's sandwich  
Roasted vegetable & pesto Pannini  
Tuna & melted mozzarella Pannini

Roasted mushroom, pepper & onion skewers with dips  
Vegetarian lasagne with layers of roasted vegetables & Italian red sauce  
Chicken enchiladas with a creamy cheese topping

Bowl of salad leaves with cucumber & tomato

Chocolate pudding & chocolate sauce

*Menu is subject to change, please confirm lunch menu selection with your conference organiser*

**Time lunch requested:** \_\_\_\_\_

Please note that only the cardholder can authorise his/her own credit card to be charged. Unfortunately we are unable to accept forms completed on behalf of the cardholder. These guidelines are in place to protect the cardholder's credit card. This authorisation does not relate to any future bookings.

NAME: .....

authorise my credit card to be debited for the

charges incurred by (guest/group/bedrooms/conferences): .....

from the (arrival date & reservation number): ...../.....

at the Holiday Inn Express Cheltenham. I accept the charges for (circle the applicable):

**BED & BREAKFAST**

**CONFERENCE ROOM HIRE**

**BUFFET MENU**

**EXTRA CHARGES (telephone calls/internet/extra equipment hire)**

My credit card details are as follows:

CREDIT CARD TYPE (Visa/ MasterCard/ Amex/ Switch-Maestro/ Solo/ Diners)

CREDIT CARD NUMBER: .....

EXPIRY DATE (and start date if applicable): .....

3 DIGIT SECURITY CODE: .....

FULL NAME ON THE CREDIT CARD: .....

CARDHOLDERS'S SIGNATURE: .....

\*I confirm that I am the above credit cardholder and agree that this card may be used to settle all charges as specified above.

The credit card will be pre-authorised on arrival for the total cost of the room(s) and extras as specified above. Pre-authorisation of a credit card does not mean that any funds have been debited from your account; it ascertains that there are sufficient funds to be able to settle the account on departure. This authorisation will not be honoured without the cardholder's signature and a copy of both of the sides of the card.



## **TERMS AND CONDITIONS**

### **1. Definitions**

- 1.1 'Company' refers to Premier Circuit Hotels Limited.
- 1.2 "Client" refers the person/s, firm/association/company wanting to use the various facilities offered by the Company.

### **2. Variations to the Price and Venue**

All quotations are valid for 14 days from the date of the quotation.

All prices quoted or listed by the Company are subject to change until firmed up with the Client signing the Agreement and agreeing to be bound by these Terms & Conditions. All prices will be subject to VAT and applicable Taxes and other Taxes will be charged at the prevailing rate. All Beverage prices are quoted at the prevailing Excise rates and in the event the Excise rates are changed before the service date, then the prices quoted will stand increased by the change in the Excise rate.

The Company reserves the right to vary the menu and drinks specified in the Agreement or other correspondence with the Client in the event of unavailability of any item.

Full details of the Client's function/event/conference including choice of menu and rooming list must be received by the Company at least 14 days prior to the date of the event. In the event that this does not happen the Company will make appropriate arrangements on the Clients behalf. No menu changes will be accepted by the Company if requested within 14 days before the date of the function

The Company reserves the right to change the Venue of a booking. The Company will inform the Client and ensure that the new venue has comparable facilities. The Company will put up necessary signs to re-direct Client's guests to the new venue.

### **3. Confirmation of Booking and Payment Schedule**

#### **a) Confirmation of Booking**

- 3.1. All bookings / reservations will be regarded as provisional until contract and booking deposits are received from the Client.

3.2 If the signed Contract is not received within 14 days from the date of issue, then the Company reserves the right to cancel/delete the reservation without informing the Client.

3.3 If the Agreement stipulates that in addition to the deposit referred in clause 3.1 above, the Client has to pay further amounts to the Company, then the Client is obligated to adhere to the dates and make the additional payments on the due dates. If the additional payments are not received on the due dates then the Company may cancel/delete the booking/reservation. The Company will inform the Client accordingly.

#### **b) Payment Schedule**

- 3.3 a) Credit or debit card details are required at time of booking to guarantee the reservation.
- 3.4 b) Full payment is required 14 days prior to arrival
- 3.5 If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only Visa, MasterCard, American Express, or Switch cards will be accepted. The card must be produced by the signatory prior to the event and a credit card authorisation form completed.
- 3.6 Commission can be negotiated at 8% net commissionable of the room hire price only. Commission can only be claimed by a registered 3<sup>rd</sup> party agent booking on behalf of the client and must have a registered IATA number. Commission excludes rates on food & beverage and additional equipment hire. The hotel reserves the right to quote non-commissionable meeting room quotes.

### **4. Cancellation Charges**

#### **a) Cancellations**

All cancellations must be communicated to the Company in writing. The percentage calculations will be based upon the total potential invoice for the entire function/event for the numbers as stated in the Agreement and will include Room hire, Food & Beverage, Accommodation and charges for any Equipment ordered for the function/event.

**Cancellation by the Customer**

- 4.1 Should you cancel your booking a charge must be made equivalent to any loss suffered by the venue. Costs incurred for any equipment hired by the venue on your behalf will be added to any cancellation fee.
- 4.2 In the event of a confirmed reservation being cancelled by the Client, the Company will charge the Client a Cancellation Charge which will be calculated as follows:
  - a) If cancelled 14 days from the date of the function/event/bedroom – 100%



**Cancellation by the Venue**

- 4.3 The venue may cancel the booking at any time and without any obligation to you in any of the following circumstances:
- 4.4 If the venue 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 venue's control.
- 4.5 If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part or your assets.
- 4.6 If you are more than 14 days in arrears with payment to the venue or the Company for previously supplied services.
- 4.7 If the event may, in the venue Manager's reasonable opinion, prejudice the reputation of the venue.

Terms & conditions subject to change at the company's discretion

**CLIENT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**COMPANY AND TITLE:** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**DATE SIGNED:** \_\_\_\_/\_\_\_\_/\_\_\_\_