

CONFERENCE TERMS AND CONDITIONS

& CANCELLATION POLICY

GENERAL

The hotel reserves the right to change the location of the services supplied to guest, in the event that the location becomes unavailable. This will be done in good faith and advance notice of this will be given. The hotel will not be held responsible for any non-provision of services supplied by a third party.

It is recommended that all guests pay particular attention to the Hotel Proprietors Act displayed at the reception desk, and are advised to take note of our fire procedures.

PRICES

All prices include Value Added Tax at the current rate. Prices are subject to variation without notice. However every effort will be made to hold prices quoted for six weeks from booking confirmation.

CANCELLATIONS

Once initial confirmation has been received, all cancellations or amendments must be advised in writing to the hotel.

*Cancellations over 16 weeks prior to arrival – retention of deposit

*Cancellations 16 weeks to 12 weeks – 20% cancellation charges

*Cancellations 12 weeks to 6 weeks – 50% cancellation charges

*Cancellations 6 weeks to 2 weeks – 75% cancellation charges

*Cancellations 14 days before conference – 100% cancellation charges

The hotel shall make every effort to resell the space for an event of similar value. Should this be possible, we will waive all such cancellation charges (excluding the non-refundable deposit).

We strongly recommend that you insure yourself against any cancellation or reduction in numbers. The hotel reserves the right to cancel any booking without liability on its part in the event of damage or destruction to the hotel, any shortages of labour or food, strikes, or any other cause beyond the control of the hotel.

In these unlikely circumstances, all efforts will be made to accommodate the booking in a similar hotel of an equal standard.

FINAL NUMBERS

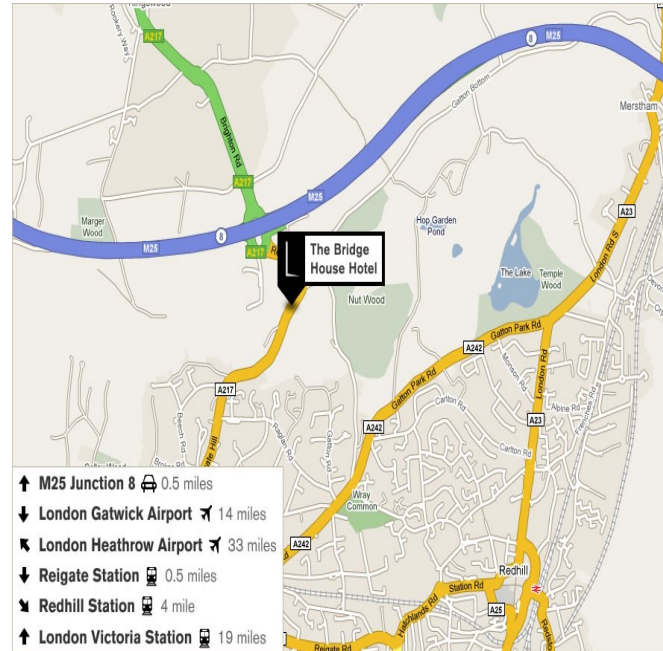
Final numbers of delegates together with a rooming list if accommodation is involved, are required at least 14 days before the event. Should numbers fall, the hotel reserve the right to charge for the original numbers booked if we cannot re-let the facilities.

SETTLEMENT OF ACCOUNT

Settlement of the final account is due at the time of departure from the hotel, unless credit facilities exist, or have been agreed prior to the event taking place. Any outstanding balances will attract an additional rate of 2.5% for each 28 day period.

Perched high on Reigate Hill, offering superb views of the surrounding countryside, this hotel is conveniently located just off junction 8 of the M25 on the A217 towards Reigate..

The Bridge House is ideally located for both Gatwick and Heathrow Airports, and offers complimentary parking for over 100 cars.



Bridge House Hotel

Reigate Hill

Reigate

RH2 9RP

Telephone; 01737 246801

Fax; 01737 223756

www.bridgehousereigate.com



Hotel & Restaurant



Conference Information

Telephone 01737 246801

Fax 01737 223756

events@bridgehousereigate.com

www.bridgehousereigate.com

Contact Names: Magda or Linda



DAILY ROOM HIRE CHARGES

Gatton Suite	£295.00
Calder Suite	£275.00
Kingswood Suite	£175.00
Charlwood Suite	£125.00

Part Day Prices are available on request

OPTIONAL CHARGES

Tea and Coffee @ £2.25

Tea, Coffee and Biscuits @ £2.95

Tea, Coffee and Danish/Cake @ £3.50

Bacon Sandwich @ £4.50

Sandwiches & chips from £5.95 per person

Hot or Cold Finger Buffet @ £12.75 per person

TV & Video @ £70.00 inc. VAT per day

Extra Flip Charts @ £15.00 inc. VAT per day

OHP & Screen @ £25.00 inc. VAT per day

LCD & Screen @ £55.00 inc. VAT per day

Other audio/visual equipment can be organised on request

DAY DELEGATE RATE

£39.00 per person including VAT and including the following facilities:-

- *Arrival Tea & Coffee
- *Use of the conference room for the day.
- *Overhead projector, screen, flip chart & pens.
- *Conference pads and pens.
- *Mineral water and sweets in conference room.
- *Mid-Morning Tea, Coffee and Biscuits.
- *2 Course Lunch, served in the Restaurant (lunch can be tailored to your requirements)
- *Afternoon Tea, Coffee and Biscuits.

Minimum numbers for Day Delegate Rate is 10 people for Charlwood & Kingswood Suite and 20 for Gatton Suite & Calder Suite.

For those delegates requiring accommodation a 24hour rate including daily conference items plus double room for sole occupancy, full English breakfast and a 3 course dinner with coffee for just £145.00 per person inc. VAT

All prices include VAT at 17.5%



CAPACITIES AND DIMENSIONS

Charlwood Suite up to 10 Boardroom Style

5.3m x 3m x 2.4m High

Kingswood Suite up to 14 Boardroom Style

6.5m x 4m x 2.4m High

Calder Suite up to 50 Theatre Style

Up to 30 Boardroom Style

Up to 30 Cabaret Style

Up to 30 'U' Shape

7.6m x 6.7m x 2.4m High

Gatton Suite up to 60 Theatre Style

Up to 50 Cabaret Style

Up to 40 Boardroom style

Up to 40 'U' Shape

11.3m x 5.9m x 2.4m High