



CONFERENCE BOOKING TERMS AND CONDITIONS

1. The full deposit amount is to be paid upon booking. Failure to do so may result in the booking being cancelled.
2. Deposits are non-refundable and may only be transferred if the change requested is no less than four weeks prior to your original booking date. No refund will be made for failing to turn up on the day.
3. Please see our website for information about our ethos and beliefs and Christian character. Your group will be expected to comply with these statements
4. As we are a quiet retreat your group must not cause any disturbance to other guests or tenants, we cannot accommodate loud praying or singing. PA systems are not permitted to be used. We reserve the right to ask you to leave if you do not observe these conditions
5. Your group will be expected to comply with Health and Safety regulations and Safeguarding legislation.
6. Your group members may not smoke or vape on our premises or bring any hazardous substance or items on the premises.
7. Please look around the area your group has hired when you first arrive and report any damage or problems immediately to the duty team member.

If any member of your group should damage or break any item, please report the matter to the duty team member immediately so that it can be logged. We will assess the cost of its replacement/repair and submit a bill to you for payment when you leave. This includes linen, towels, curtains, carpets and furniture.

If, after you have left the premises, we find that damages/breakages have occurred as listed above, and you have not reported them, we reserve the right to submit a bill to you for immediate payment.

In the event that you cause significant damage, such that it may be necessary for Pilgrims Hall to make an insurance claim, we reserve the right to defer settlement until the full costs to the Hall are known. At the very least, this would be the cost of the excess in the event of an insurance claim.

I agree to the above terms and conditions on behalf of:

Signed:

Print your name:

Date:

Your personal details will be kept on file for the sole purpose of efficiently processing your booking in compliance with the General Data Protection Act 2018.