

HOW TO BOOK

Please contact our Events Team on 01244 335262 or email events@rowtonhallhotel.co.uk

TERMS AND CONDITIONS

- Contact the Events Team to check availability and make a provisional reservation.
- Upon confirmation of your Christmas Event a deposit of £10 per person is required. This must be received within 10 days of booking.
- A £30 deposit is required for Christmas Day lunch and New Year's Eve dinner to confirm your booking. This must be received within 10 days of booking.
- All deposits received to confirm party night bookings are non-refundable and non-transferable and cannot be offset against bar purchases.
- Minor amendments are accepted up to 7 days prior, thereafter any cancellations will be charged in full.
- Full pre-payment of the balance is required no later than 4 weeks before the booked event.
- Any bookings which have not been confirmed by this date will be deemed to have been cancelled and any payments will be retained by the hotel.
- **With regards to the current Covid-19 situation, should the government decide that mass gatherings should not be hosted, we will have no option but to cancel the event and a full refund will be processed.**
- Please ensure final payments are received in one lump sum rather than individually from a number of different guests.
- Large groups will be seated on multiple tables of 8 – 12 guests.
- The management reserve the right to make changes to the festive programme without prior notice.
- We advise guests to insure against cancellation. If you require any further information on which brokers can provide this cover please let us know.
- If in the event of any function or package having to be cancelled by the hotel, an alternative date will be offered, or a full refund given.
- If an Event has to be cancelled due to adverse weather conditions, we will do our best to reschedule the party to another date.
- A cancellation charge of the amount received by the hotel, or part thereof, will be made in the event of all or part booking being amended or cancelled by the client.
- The cost of all additional services must be paid for prior to the event.
- When special requests are made the hotel will endeavour to accommodate them, but this cannot be guaranteed.
- All times shown are subject to approval by the local Licensing Authority.
- The hotel reserves the right to alter or cancel any of the contents, prices and dates of the events and packages.
- Please be advised that any festive menus may be subject to change.
- All prices included in our Christmas and New Year Breaks Brochure are inclusive of the prevailing rate of VAT on the day of your arrival.