

# Sarum College Hospitality

## Terms and conditions



All bookings are considered provisional until the signed contract and non-refundable deposit is returned to Sarum College. While the booking is provisional, event organisers may cancel or amend bookings without charge and Sarum College reserves the right to remove or amend unconfirmed bookings.

The following terms and conditions are applicable upon receipt of the signed contract and deposit funds have cleared:

### Deposit:

The contract is confirmed when a deposit of 10% of the estimated bill has been received. The deposit is due with the signed contract.

### Cancellation terms (from April 2021)

- 1) If public health restrictions prevent Sarum College from opening, or from conducting business in conditions that allow us to accommodate your group, we will transfer the deposit to the rebooked event on postponed dates. There will be no cancellation fees.
- 2) If public health restrictions allow Sarum College to accommodate your booking and comply with government guidance but we (Sarum College) are unable to fulfil the booking, you will receive a full refund for all fees paid, including the deposit.
- 3) If public health restrictions are eased to the extent that Sarum College is able to accommodate your booking and comply with government guidance but your group size diminishes significantly or the booking is cancelled, the following terms apply:

### Up to three months prior to the event start date

You may lower delegate numbers by 20% without financial consequence up to three months prior to the start date of the event. If you are expecting your group size to increase, please check availability with the hospitality team. We will do our best to accommodate increases in group sizes but cannot guarantee availability.

In the event that you cancel more than 20% of your booking, upon acknowledgement of written confirmation from an authorised signatory, the following cancellation fees will apply to the final invoice:

With 12 months or more notice – loss of deposit only.

Between 12 and 6 months notice – 50% of the total value of the cancelled booking or portion of the booking affected.

With less than one month notice – 100% of the total value of the booking or portion of booking affected.

Please consider taking out event insurance to cover your financial liability should delegate numbers drop due to extreme weather conditions, illness or other unforeseen circumstances. You might also wish to recommend to your delegates that they take insurance to cover their liability to you as the event organiser.