



La Place
Hotel & Country Cottages

Meetings & Conferencing 2020

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Our Meadow Suite can hold upto 30 guests for conferencing



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Conference Package 1

£40.00 per delegate inclusive of:

- Room hire all day
- Courtesy return transfer from the airport subject to availability
 - HD projector, screen, flipchart, pads and pens
- Still and sparkling water replenished throughout the day
 - Tea, coffee, pastries on arrival
 - Morning break tea, coffee and biscuits
- Snack lunch served in our award-winning restaurant:
Soup & crusty bread with a selection of open & closed garnished sandwiches & crisps.
 - Afternoon break tea, coffee and shortbread

Conference Package 2

£50.00 per delegate inclusive of:

- Room hire all day
- Courtesy return transfer from the airport subject to availability
 - HD projector, screen, flipchart, pads and pens
- Still and sparkling water replenished throughout the day
 - Tea, coffee, pastries on arrival
 - Morning break tea, coffee and biscuits
- 2x course lunch menu served in our award-winning Restaurant
 - Afternoon break tea, coffee and shortbread



Terms and Conditions 2020

Reservation, Deposit and Payment

A reservation is secured upon receipt of credit card details, debit card details, cheque or cash. The cards will be charged with a non-refundable deposit, which will be a third of the grand total of pre booked food and beverages. In the absence of the deposit, The Hotel will release the date and make it available for other enquiries. The Hotel will endeavor to notify parties with a tentative reservation, that another party is interested in their date, but do not make any guarantees for holding this date, if a deposit has not been paid to secure it.

The Hotel reserves the right to cancel and return a deposit, if it can no longer guarantee, that hotel guests remain unaffected due to certain requirements made by the Client after a deposit has been paid.

Final Payment

The final payment is to be made two weeks before the event. Should the Hotel not receive the payment in full on time, it reserves the right to cancel the event and process the cancellation charges.

Final Numbers

Final numbers of the guests attending the event and their food order's and table plans have to be confirmed two weeks before the event. Additional guests attending on the day will be catered to the best ability of the Hotel, considering the food prepared and purchased for preordained numbers is finite, and charges will apply per additional guest concurrent with menu chosen for the event.

Service charge is not included in the bill, but may be added on Clients wish. This will be fairly shared among all of the staff.

Jersey Goods and Services Tax is included in all of the sales throughout the Hotel.

Accommodation and Parking

Accommodation that is not reserved in advance will depend on availability.

The Hotel has plenty car park spaces available in the front and in the back.

The Hotel is not liable for any losses incurred whilst attending an event at the Hotel, any theft or damage to clothes or property, or any items left behind.

Entertainment

The entertainment for the event can be arranged by the hotel, any entertainment organized by the guest has to be confirmed by La Place Hotel prior to the event. The entertainment has to finish at midnight.



Cancellation

The Client is free to cancel the event at any time. The following cancellation charges will apply.

Booking not confirmed (deposit not taken) – **No charge**

Booking confirmed (deposit taken) – **Loss of the deposit**

Less than two weeks to the event – **Full payment**

Amendments or Cancellation by Hotel:

The hotel reserves the right to cancel any bookings forthwith or offers the right to offer alternative facilities without any responsibility on its part in the event of:

- Any occurrence beyond the reasonable control of the hotel, which shall prevent it from performing its obligations in connection with the booking.
- If the booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
- If the client is in arrears of previous payments to the hotel.
- If the hotel becomes aware of any change in the client's financial situation.
- From time to time due to changes in the market forces, the hotel may have to make a slight increase on quoted prices. You will be made aware of any necessary changes prior to the function.

Operating times

The function room for the evening events can be accessed for decorating from 3pm on the day, subject to availability unless agreed otherwise with the Hotel.

Function bars are open from the arrival of the attending guests and closed at midnight.

After the bar service is finished, the guests have 30 minutes to leave the Hotel premises.

The decoration for the function room can be arranged by the Hotel or the Client. Damage caused to the Hotel property by the Clients decorating, will have to be paid for by the Client.

Agreement

I the customer understand the above Terms and Conditions and agree with them;

Signature

Print Name

Date

Representative of Hotel La Place;

Signature

Print Name

Date

