

*The*  
**MANSEFIELD**  
**HOTEL**  
Terms & Conditions

Thank you for choosing the Mansefield Hotel as your Event Venue.  
We ask that you read and agree to the below terms and conditions

#### Bookings

1. A provisional date can be reserved in person or by contacting the hotel directly.
2. To secure the date, we require written confirmation or a deposit payment.  
Please note, all booking fees and deposits are non-refundable or transferable in the event of any cancellations.

#### Hotel Terms

1. The Mansefield Hotel reserve the right to carry out any upgrades or make amendments to its facilities without consulting clients.
2. The client is responsible for any damage caused to the property, contents or grounds by them or any of their guests attending the event and damage costs will be agreed prior to being invoiced to the client
3. The Hotel accepts no responsibility for any damages caused to guests vehicles or belongings howsoever caused.
4. All entertainment must finish by 12.00am
5. Alcohol Miniatures are permitted as a use of guest favours at 5cl only, at one per guest.
6. Any items brought into the hotel for your event, i.e. Table Decorations, table plans etc must be collected the morning after the event.  
The hotel will not take responsibility for any items uncollected after this time.

#### License

1. Our licence allows the sale of alcohol until 12.00am.
2. The Hotel is licensed for up to 375 evening guests.
3. Proof of age will be required by bar staff if any guests appear under legal drinking age, we reserve the right to refuse service to any person at the bar who is deemed to have consumed excess alcohol or is abusive in any way.
4. In the event that the bar is not required or there is no evening reception, however the room is still required past 7.00pm, a room hire charge will apply (min £750.00)
5. Residents Bar available upon prior request
6. We operate a strict alcohol policy and no beverage of any kind which has not been purchased on hotel premises will be permitted in hotel public areas of grounds by the client or any of the client's guests unless it has been previously agreed in writing by the Hotel. We reserve the right to add agreed charges for any clause referring to licencing and beverage.
7. We do not offer a corkage service

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### Accommodation Bookings

1. Accommodation can be held for allocation on request.  
If any held rooms are not allocated 28 days prior to your Event will be chargeable and added to the final bill.  
We recommend encouraging your guests to book in advance, and they will receive a discounted rate when booking the hotel direct.

### Cancellation

1. The Hotel may cancel or terminate the event in the case of the following circumstances:
  - a. The Hotel has reason to believe the booking may prejudice the reputation of the hotel
  - b. The hotel facilities change or alter due to maintenance & repair in unforeseen circumstances
2. Should you decide to Cancel, you must advise the hotel on all cancellations in writing. In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, please be advised you will automatically forfeit any monies paid in advance.
3. The below fees will be charged to the client in the event of cancellation date and event.

Cancellation 9-12 months prior to the event:	Payment due: 20% of estimate amount
Cancellation 6-9 months prior to the event:	Payment due: 30% of estimate amount
Cancellation 4-6 months prior to the event:	Payment due: 50% of estimate amount
Cancellation less than 4 months prior to the event:	Payment due: 75% of estimate amount
Cancellation less than 12 weeks prior to the event:	Payment due: 90% of estimate amount
Cancellation less than 1 weeks prior to the event:	Payment due: 100% of estimate amount

Postponement of date requests are to be discussed directly with Hotel Management and they will advise any charges at time of request.