

**The following Terms & Conditions apply for all meetings and events booked at The Vermont Hotel, Newcastle:**

1. "The Hotel" shall mean The Vermont Hotel, Newcastle upon Tyne.
2. At the time of placing the provisional booking, a deposit of 10% (non-returnable) of the estimated value of the Function is payable to the Hotel.

Unless the Client has an authorised credit account with the Hotel then a further deposit representing 90% of the estimated value of the Function is payable to the Hotel not less than 14 days prior to the Function date. In the event of late payment the Hotel may treat the booking as having been cancelled. Any additional charges must be paid and any credit balance will be adjusted within 7 days of the Function.

Where credit has been agreed invoices are due for payment upon presentation. The Hotel reserves the right to charge interest on late payments at a rate of 3% above the base rate of Barclays Bank PLC, calculated on a daily basis.

In the event of the Client cancelling the Function and the Hotel failing to substitute an equivalent Function on the date booked then the Client will pay a cancellation fee based upon the period of time between receipt of the notice of cancellation and the date of the Function cancelled according to the following scale:

<b>Notice Received</b>	<b>Cancellation Fee as Percentage of Estimated Function Value</b>
More than 12 weeks prior to the Function	No Charge
Less than 12 weeks but more than 8 weeks prior to the Function	25%
Less than 8 weeks but more than 4 weeks prior to the Function	50%
Less than 4 weeks but more than 2 weeks prior to the Function	75%
Less than 2 weeks prior to the Function	100%

Clients are reminded that it is possible to take out cancellation insurance to cover such charges.

4. All bookings are considered as provisional until the Contract is signed by both the Client and the Hotel. Once both parties sign the Contract, all such facilities and services reserved by the Client will be subject to the Terms & Conditions of the Contract.
5. The Hotel reserves the right to cancel the Reservation and to terminate this Agreement forthwith by notice in writing to the Client if the Hotel or any substantial part thereof is closed due to circumstances beyond the reasonable control of the Hotel or if the Client has failed to make the required pre-payment detailed above or has otherwise failed in any material respect to comply with the terms of this Agreement. If the Hotel cancels the Reservation in any such circumstances, the Hotel will refund any amounts paid by the Client in advance to the Hotel but will otherwise have no further liability to the Client. The Hotel's right of termination is without prejudice to any other rights accrued to the Hotel at the date of termination.
6. The Client must notify the Hotel, not less than 7 days prior to the Function, the anticipated number of persons attending together with final details of menus, wines, table plans and all other matters. Final numbers required must be confirmed by the Client not less than 72 hours prior to the Function. These details will form the basis of the minimum charge to be made to the Client. Should numbers exceed these figures additional charges will be made. Should the number of persons notified 72 hours prior to the function fall below the minimum number as may be specified by the Hotel from time to time, a room charge may be incurred.
7. The Hotel reserves the right to charge for all bedrooms reserved in conjunction with a Function, whether taken up or not.
8. The Hotel will not be liable for failure to provide agreed facilities in the event of it being prevented from doing so by causes beyond its control, including but not limited to, fire, flood, storm, riot, industrial action or Act of God.

9. The Function must end on the time agreed. Any over run may result in an additional room charge.
10. The Client and all persons attending the function must comply with the requirements of all competent statutory authorities including Fire and Health & Safety and must ensure that the rights of the Performing Rights Society are not infringed. The Client will indemnify the Hotel against any loss or damage arising from any failure to comply.
11. Where the Client wishes to bring electrical equipment into the Hotel, this must be by prior arrangement and a charge may be made in respect of electricity consumed by equipment utilising heavy loads.
12. The Client agrees to pay the Hotel the cost of food, beverages and other services incurred by the Client and/or guests in addition to those included in the booking, unless prior to the Function the Client has instructed the Hotel in writing to obtain cash settlement for such charges direct from the person(s) concerned.
13. Should the Client wish to employ the services of any outside contractor (other than a Contractor supplied by the Hotel), the Client must so inform the Hotel as soon as practicable. The Hotel reserves the right within its sole discretion and without assigning any reason to refuse access to any such Contractor.
14. The Client agrees to indemnify the Hotel and to keep it fully indemnified against any loss damage or injury resulting from any act or omission of such contractor, his servants or agents or caused by any equipment supplied by such contractor.
15. Any external contractors must adhere to the dress code appropriate to the Function and to the Hotel. They must arrive and depart through the staff entrance and must use the staff toilets. It is the responsibility of the Client to ensure that all contract staff engaged by the Client are fully aware of their responsibilities whilst in the Hotel and of the Hotel's no-smoking policy and behaviour policies.
16. Any complaint arising out of the Function must be made in writing to the Hotel within 7 days of the Function. The Hotel reserves the right not to give consideration to such complaints unless received in such a manner and with such a time limit.
17. The Hotel cannot be held responsible when wines which have been selected from the Wine List become discontinued. When Stocks of any particular Vintage become discontinued or exhausted, a comparable Wine will be offered. All Prices Inclusive of VAT.
18. The Client will take all reasonable precautions not to damage any property of the Hotel and will satisfy any claim properly founded on such damage. In addition the Client agrees to indemnify the Hotel and to keep it fully indemnified from and against any claims, demands or proceedings brought against the Hotel by third parties arising out of or in connection with the Function except to the extent that death or personal injury is caused by the negligent act or omission of the Hotel its servants or agents.
19. Public areas, passages, corridors and foyers cannot be used to display promotional materials or individual signage or for the registration of guests without prior approval from the Management of the Hotel. The Hotel will always be pleased to arrange or assist with framed signage should this be required.
20. The maximum liability of the Hotel to the Client in respect of a breach of this Agreement shall be limited to the extent of the charges which would otherwise have been payable thereunder by the Client. Under no circumstances shall the Hotel be liable for consequential losses of any nature howsoever arising.
21. Wherever used, the term "Wedding" is deemed to include Civil Ceremonies and Civil Partnerships.
22. All prices are subject to change without notification.
23. Variations to these Standard Terms and Conditions must be agreed in writing by the Hotel, no oral representation or arrangements will be recognised.
24. This Agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the jurisdiction of the English courts.