

TERMS OF BOOKING (to be read in conjunction with "Booking Information for Residential Groups")

1. We will do all we can to keep to the prices given but reserve the right to change prices should exceptional circumstances demand.
2. Bedrooms and workspaces not reserved at time of booking may be let to other visitors, unless exclusive use has been agreed.
3. Final numbers for the group (including non-residents) must be received 7 days prior to arrival.
4. 7 days notice is required for any **special dietary requirements**, including the number of vegetarians, otherwise we cannot guarantee catering for these.
5. All members of the group will be charged for the whole period of the booking.
6. In the event of any cancellation by the group that results in fewer people than given in the confirmed booking, or agreed subsequently, the following cancellation fees will apply:
 - i. From the point of confirmation of the booking till 6 months before the event - £3 per resident per night;
 - ii. From 6 months till 7 days before the event - £10 per resident per night;
 - iii. Less than 7 days before the event 75% of the cost for each cancelled resident or non-resident;
 - iv. Cancellations on or after the first day of the event will be charged for in full.