

TERMS & CONDITIONS

For Conferences & Meetings

1. Confirmations

All telephone bookings are provisional. Written confirmation is required for all meeting and conference bookings within 7 days.

Final numbers must be confirmed no later than **3 days** prior to the booked date. Your invoice will be based on this information.

2. Payments

Companies who do not hold an account with us will be required to settle their total invoice on departure. Invoices will be sent to companies holding a previously agreed credit facility with East Brighton Golf Club immediately following the event.

All invoices are due for final settlement within seven days of the invoice date. Any queries concerning accounts must be submitted in writing within three days of invoice receipt.

A deposit of **£50** is required at the time of booking

3. Cancellation Charges

Cancellation charges will be incurred as follows:

Cancellation within 28 days - 50% estimated final invoice

Cancellation within 14 days - 75% estimated final invoice

Cancellation within 7 days - 100% estimated final invoice

4. Damages

Event organisers will be held liable for any damage caused to the property or its contents during their event.

4. Dress Code

East Brighton Golf Club has a dress code that is applicable to different parts of the building & on the golf course. Please speak to the Golf Office for more details or find the information on the club website..

6. Agreement

Please sign and return these Terms and Conditions by way of acceptance

Company

Signature

Name (capitals)

Position

Date

Signed for East Brighton Golf Club

Name

Date