

## Terms and Conditions for Meetings

The Conditions detailed below apply to the booking of any event at the Star Alfriston. If any point is unclear please do not hesitate to contact us.

### Confirmation

All bookings are provisional until confirmed in writing. You may be asked to guarantee your booking with a credit card or deposit.

Confirmation constitutes a valid contract between The Star Alfriston and the client. Once a booking is accepted, the client remains liable to The Star Alfriston for the booking as agreed.

### Deposits

For all bookings of non-residential meetings, a deposit of £100.00 is required and payable together with written confirmation. The signed contract is made up of both the function sheet and the hotel's terms & conditions. The deposit is non-refundable and non-transferable in the event of cancellation.

### Payments

Organisers of functions are requested to pay the balance of their accounts in full 30 days prior to the function date, unless alternative credit arrangements have been agreed.

Credit cards may be used to guarantee a booking, confirm a booking or settle the balance of an account.

### Cancellations

The following cancellation conditions apply based on the estimated total cost of the event:

1 - 30 Days 100%

31 - 90 Days 50%

The Star Alfriston reserves the right to cancel the event or change the function room, if any part of the property is rendered unavailable due to circumstances outside the hotel's control.

### Final Numbers

Final numbers for conference and catering must be received two weeks before the function date, together with the balance of payment for this number.

### Damage and Insurance

Any damage caused to The Star Alfriston will be charged to the company or individual who have signed the contract for the event.

The Star Alfriston cannot accept responsibility for loss or damage to guest's belongings.

Please sign below to show that you agree with these terms and conditions:

**Print Name** \_\_\_\_\_ **Company** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_