



GEAN  
H O U S E

## Booking Terms & Conditions 2008

1. All reservations must be confirmed in writing within 21 days otherwise we reserve the right to re-allocate the space, if required.
2. Final numbers must be confirmed 5 working days prior to the event. Any reduction in numbers after this time will be charged at the full rate.
3. For private functions, we will require full payment four weeks in advance.
4. In the unfortunate circumstance that you have to cancel your confirmed booking, the company reserve the right to charge a cancellation fee against the total contracted business, according to notice received:

**100% for cancellations within 24hrs of the event**  
**75% for cancellations with 1-3 working days notice**  
**50% for cancellations with 4-7 working days notice**

5. Should the company, for reasons beyond their control, require to make an amendment to your booking, we reserve the right to offer an alternative choice of similar suitability.
6. The company reserves the right, without prior notice, to change the Client's assigned function room for one of equal suitability or make minor amendments to ensure the safety of its clients.
7. We do not accept liability for any failure to provide the services contracted which are due to circumstances beyond our control, including industrial action, postal communications, plant failures, flooding, storm, inclement weather, supply of gas, electricity and water or fire alarm evacuation, war, any form of hostilities or natural disasters.
8. All outstanding accounts should be settled, by agreed payment method, within 14 days of the original invoice issue date as printed on the invoice.