



# MACHYNYS

MONK'S ISLAND

## Terms & Conditions for Corporate Business Events, Conferences & Functions.

### Confirmation

All bookings are provisional until the contract is signed by both the client and Machynys Peninsula Golf Club & Premier Spa (referred to as Machynys). Once the contract is signed by both parties, all such provisions reserved on your behalf will be subject to the terms and conditions of the contract.

The agreement must be returned by the client and received by Machynys within five working days of issue, or if such time is not available prior to the date of arrival, within a maximum of 24 hours. If Machynys does not receive the agreement within this period, Machynys has the right to release the provisional booking and re-let conference rooms/facilities.

### Terms of Payment

#### Deposits

The client must pay the deposit or full pre-payment(s) specified in the event contract under account instructions. Should the client fail to pay the requested deposit or pre payment within 7 days of the due date, Machynys may treat the booking as having been cancelled by the client. Deposits are non refundable and non transferable.

#### Credit Facilities

Where the event contracted spend is in excess of £500, credit facilities with Machynys can be requested. Applications must be received at least 21 days prior to your event and accounts cannot be forwarded without prior arrangement.

#### Final Payment

Clients not having credit facilities with Machynys are required to make full pre payment of the total estimated charge at least 30 days prior to the event start date and settle any extras on departure.

If credit is granted, full payment of any outstanding balance must be made within 21 days.

### Amendments & Cancellations

In the unfortunate circumstance that you have to cancel or postpone your confirmed booking at any time prior to the event, Machynys will make every effort to re sell the facilities on your behalf. In the event of Machynys being unsuccessful in reselling the cancelled or amended booking, cancellation charges will be made as follows:

- Cancellation/Partial Cancellation/Postponement
  - Period of Notice: 12 months or longer | Charge: 10% of rates quoted
  - Period of Notice: Between 6 months and 12 months | Charge: 25% of rates quoted

- Period of Notice: Between 4 and 6 months | Charge: 50% of the rates quoted
- Period of Notice: Between 8 days and 2 months | Charge: 100% of the rates quoted

The charges apply to packages, room hire revenue, 100 % of any other costs eg equipment hire, entertainment and 70 % of the contracted food and beverage revenue. VAT is deducted from cancellation charges.

Where cancellation is made 7 days or less, clause 3ii is not applicable and 100 % of the loss revenue will apply

Any cancellation, postponement or partial cancellation should be verbally advised to Machynys in the first instance and you will be advised of a cancellation reference number. All cancellations must be confirmed in writing and the facilities you have reserved cannot be released until this is received and acknowledged.

Definitive cancellation charges due can only be confirmed to you after the event date when we can confirm if Machynys can reduce the charge by any alternative business we have been able to secure on your behalf.

Should the client make significant changes to the programme or the expected number of delegates/guests, Machynys reserves the right to amend the rates and /or facilities offered.

Any delegates who do not arrive, or who depart early will be charged at 100% of the delegate rate or rates quoted for catering.

## **Amendments/Cancellations by Machynys Peninsula Golf Club & Premier Spa**

Machynys reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of:

- Any occurrence beyond the reasonable control of Machynys which shall prevent it from performing its obligations in connection with the booking.
- If the booking might, in the opinion of Machynys, prejudice the reputation of the Golf Club & Premier Spa.
- If the client is more than 30 days in arrears of previous payment to Machynys.
- If Machynys becomes aware of any alteration in the clients financial situation.

## **General Machynys Peninsula Golf Club & Premier Spa Terms**

The clients shall be responsible for the orderly conduct of its delegates/guests and shall ensure that its delegates/guests have regard to any regulations imposed by any competent authority, and that nothing will be done which will constitute a breach of law. The client shall fully indemnify Machynys Golf Club against any claims, or loss damage arising as a result of a breach of this clause.

Machynys will hold the client responsible for any damage caused through negligence by the client, and the clients' guests or the clients' contractors. An inspection of the premises before and after the event may be requested by contacting the Duty Manager.

We ask you to inform your guests of these terms and conditions.

Please ask for our golfing and spa terms and conditions (if applicable)