Fresh Air Thinking

Country House Conference Venue

Peterstone Court

Room Layouts, Tariffs, Terms & Conditions 2010

Peterstone Court

Country House Conference Venue

Pen y Fan Conference Room A

Room Hire only: Full day £400.00 half day £200.00

Pen y Fan Conference Room B

Room Hire only: Full day £100.00 half day £50.00

Library Meeting Room.

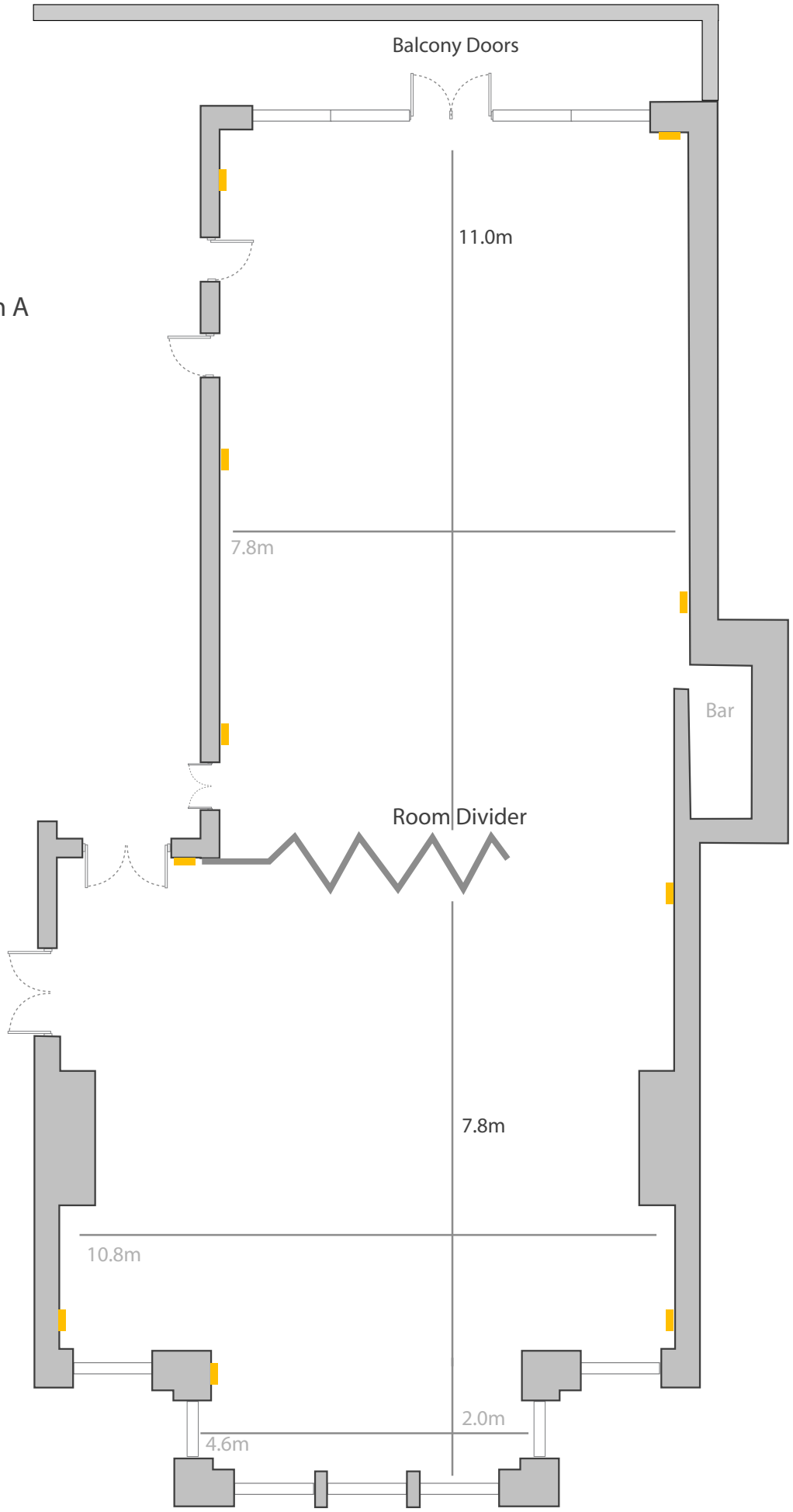
Room Hire only: Full day £100.00 half day £50.00

Breakfast Meetings	We will happily cater for breakfast meeting. Our breakfast hours are from 7:30am – 9:30am weekdays and 8:00am -10:00am on weekends. Full English £15.95 per person Continental £6.50 per person
Refreshments	Coffee/Tea/Biscuits £2.25 per person Bottled Water Small Still or Sparkling £1.50per bottle Bottled Water Large Still or Sparkling £3.50 per bottle
Services	Service Calls 25p per minute Facsimile (incoming and outgoing) 25p per sheet Photocopying 25p per sheet Emails 25p per minute

Pen y Fan
Conference Room A

11.0m x 7.8m
Ceiling Height 5.0m

Electric Sockets



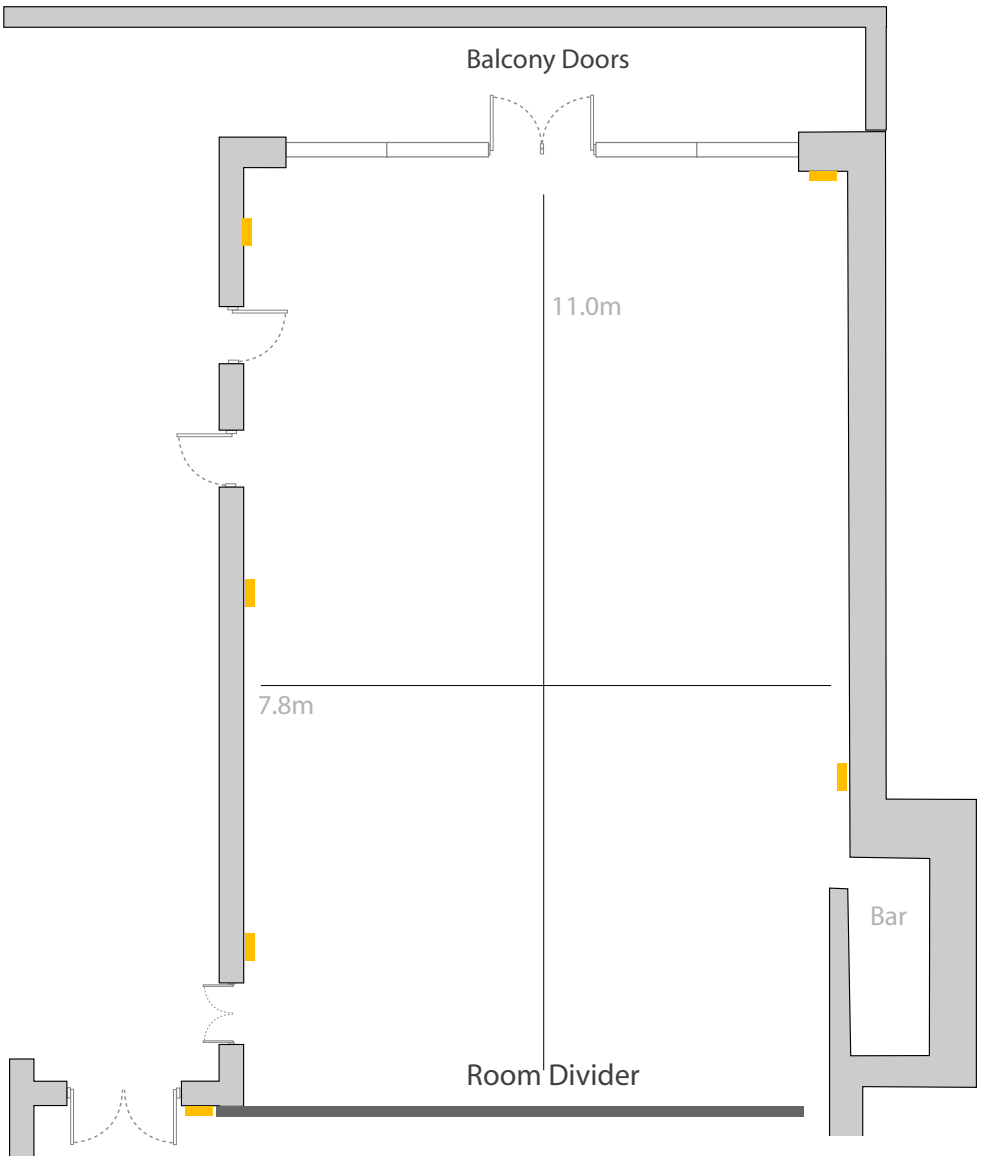
Peterstone Court

Country House Conference Venue

Pen y Fan
Conference Room B

11.0m x 7.8m
Ceiling Height 5.0m

Electric Sockets



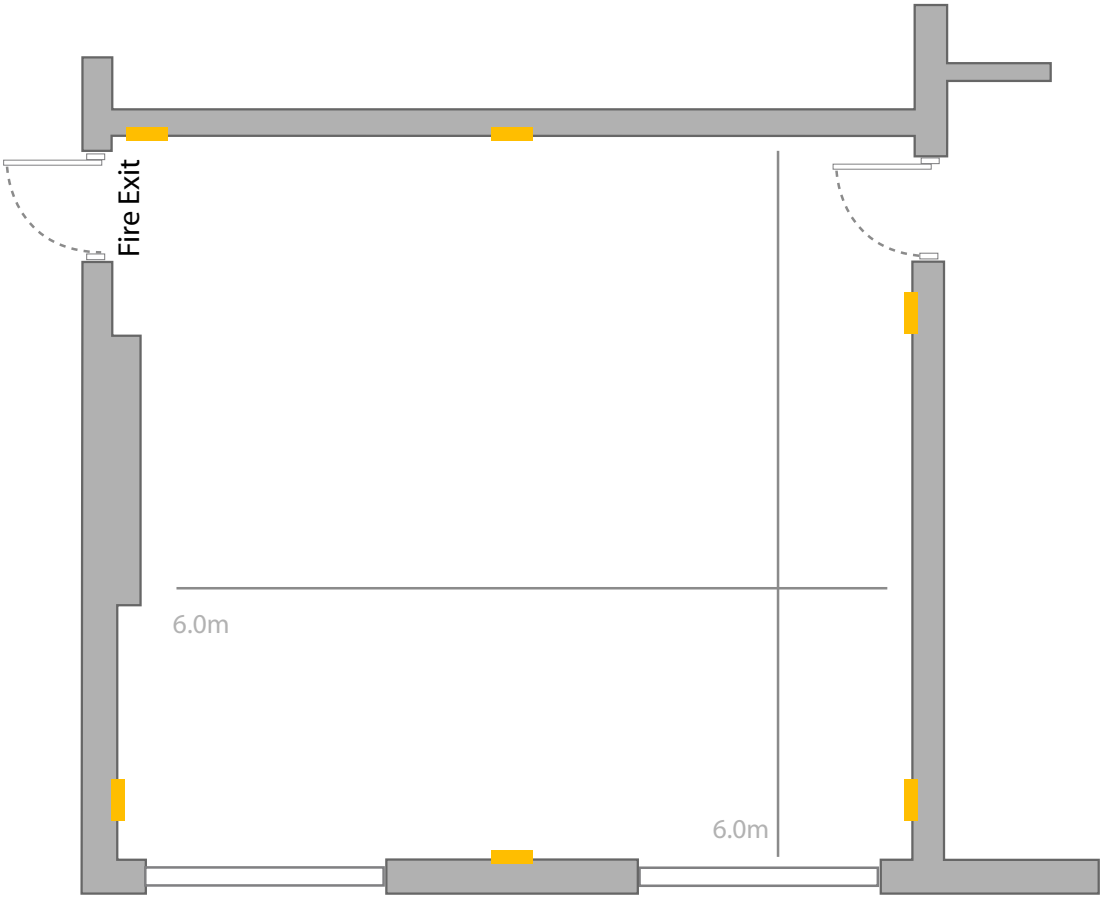
Peterstone Court

Country House Conference Venue

Library
Conference Room C

6.0m x 6.0m
Ceiling Height 5.0m

Electric Sockets



Peterstone Court

Country House Conference Venue

Packages & Tariffs

Standard day delegate rate:

Inclusive of:
Morning tea/coffee and Homemade biscuits
Lunch options
1 course lunch (standard) 2 course lunch (executive)
Afternoon tea/coffee and homemade biscuits
Room hire
Audiovisual
(overhead projector, screen, flipcharts, pens and extension leads)
Jugs of water and mints
Table stationary (paper and pens)

£35.00 per person Standard
£40.00 per person Executive.

24 hr delegate rate:

Inclusive of:
3 course dinner
Over night accommodation and full use of our leisure facilities
Full welsh breakfast
Morning tea/coffee and homemade biscuits
2 course lunch
Afternoon tea/coffee and homemade biscuits
Room hire
Audiovisual
(overhead projector, screen, flipcharts, pens and extension leads)
Jugs of water and mints
Table stationary (paper and pens)

£145.00 per person Executive

The hotel requests those with special dietary needs make their requirements known at the time of booking.

Peterstone Court Conference Booking Form

Company:	
Contact:	
Address :	
Post Code:	
Phone:	
Fax:	
Email:	

Room Hire Only Charges

	½ Day	Full Day
Lounge:	£50	£100
Library:	£50	£100
½ Pen-Y-Fan:	£100	£200
Pen-Y-Fan:	£200	£400

Delegate Rates

Standard Delegate	£35 per person
Executive Delegate	£40 per person
24hr Delegate	£145 per person

Conference Details

Date:								
Delegates:								
		Rate	#	£		Rate	#	£
Main Room:								
Layout:								
Additional Rooms:								
Layout:								
	Timings							
Start @:								
Break @:								
Lunch @:								
Break @:								
Finish @:								
Evening Meal @:								
	Meal Details							
Lunch:								
Dietary Requirements:								
Evening Meal:								
	Equipment							
		Cost	#	£		Cost	#	£
Flip Charts:		FOC				FOC		
Overhead Projector:		FOC				FOC		
Screen:		FOC				FOC		
TV:		£50				£50		
DVD Player:		£20				£20		
PowerPoint Projector:		£75				£75		
			Day Total:	£			Day Total:	£

Additional Information

TOTAL COST inc VAT:	£

Signature:	I confirm details and agree cancellation policy
Print:	
Position:	

Cancellation Policy

Residential Conferences:	1-3 Room Nights	48 Hours
	4-6 Room Nights	2 Weeks
	7+ Room Nights	3 Weeks
Day Conferences:	2-5 People	48 Hours
	5-10 People	2 Weeks
	10+ People	3 Weeks

Cancellation inside of a cancellation period will result in full charge.

Peterstone Court, Llanhamlach, Brecon, Powys, LD3 7YB
Terms and Conditions of booking

TERMS & CONDITIONS of contract relevant to Conferences, Banquets, Functions and Lettings (hereinafter referred to as 'the event')

CONFIRMATION

All bookings must be confirmed in writing by the customer to secure reservations. Changes to the contract must be made in writing. Private parties and receptions are required to pay a non-refundable deposit of £500.00. Followed by a further £500.00 six months prior to the event. For Function bookings made more than 12 months in advance, an anniversary deposit of £500.00 will be required 12 months prior to the actual booking.

THE CONTRACT

All bookings are dealt with and thereafter processed by the hotel completing a Contract Form, a copy of which will be sent to the client within five working days of the date of the intimation by the client of the confirmation of the booking. The client will be obligated to respond in writing by signing and returning the contract within five working days of receipt. The date of receipt shall be deemed to be 48 hours after the date of the postmark. Confirmation cannot be assumed by the Client until a signed Contract is received by the Hotel. Written confirmation of receipt of your signed Contract will be sent by the Hotel.

PRICE GUARANTEE

All prices are current and inclusive of VAT, unless otherwise stated. The management wishes to point out that, whilst every effort will be made to maintain the current prices they are subject to alteration.

PAYMENT

1. A Pro-Forma invoice will be sent out by the Hotel listings the full cost of your booking, which can be paid in amounts suited to yourselves prior to the fourteen days preceding your event.
2. Full payment is due fourteen days prior to the event, by cash, cheque or bankers draft.
3. After full payment all incidental expenses occurred on the day of the event will be paid before departing from the hotel.
4. Payment terms may be varied only be agreement with the hotel in writing.
5. Failure to pay timorously will result in interest at the rate of 4% per annum above Lloyds TSB Bank base rate from due date.
6. The hotel reserves the right to withdraw credit facilities which may be in existence without explanation.
7. A 5% service charge will be added to your final account.

VARIATION OF TERMS AND CONDITIONS AS CONTAINED IN THE CONTRACT FORM

All booking occurring on a Saturday will be required to take all rooms for a two night stay unless otherwise agreed in writing by the Hotel. All Events occurring on a Saturday will be required to book minimum numbers of 75 guests for the "Main Meal" and "Evening Food". Where an Event does not require "Evening Food" a £500 room hire charge will apply. "Evening Food" does not constitute a "Main Meal" for the purposed of the above. "Evening Food" must be booked for the full number of guests attending. Items from the "Midnight Munchies" range to don constitute "Evening Food" for the purposed of the above.

Change in numbers.

It is the obligation of the client to provide details of final numbers attending the event when requested to do so by the hotel and, in any case not less than three working days before the event (Saturday and Sunday are excluded as working days). Should the clients desire the previously agreed numbers it will be solely at the discretion of the hotel as to whether any increase will be permitted.

Should there be any diminution in numbers from those intimated as provided for as above, the hotel reserves the right to charge in full in respect of the total numbers as intimated and thus contracted.

CLIENT/GUEST USE OF HOTEL

1. The hotel has statutory obligations and without prejudice to that generality such as those incumbent upon the hotel relating to Liquor Licensing, Fire Regulations, Health & Safety and others. It is therefore the obligation of the clients and their guests to comply with there requirements as may be directed and enhanced by staff at the hotel.
2. Consumables must be as supplied only by the hotel authorised agents and without prejudice to the foregoing generality also excludes the consumption of prizes won at any event.
3. Clients and their guests shall not act in an improper disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the hotel personnel.

LICENSING HOURS

Function Bar closing times are as follows, unless extension has been applied for:

Monday - Saturday 12.00am (Depart by 12.30am)

Sunday - 11.00pm (Depart at 11.30pm)

All events requiring a bar extension must comply with hotel rules that all rooms must be booked by the customer, along with a £50.00 extension charge for 30minutes or £100.00 for 30 minutes of additional music and 1 hour bar. The bar will close at the time specified above unless prior arrangement is made in writing with the Hotel. The Hotel reserves the right to apply the above times to all guests whether resident or otherwise.

EXCLUSIVE USE

When booking an event, this gives use of the event room only, additional charges for exclusive use are as follows

£1000.00 for sole use of the ground floor public areas

£2000.00 for sole use of the hotel

(please note we do have a private members leisure club, which is not effected by the above)

The above charges do not include bedrooms, (which must all be taken to use our Exclusive Use Option) or any other goods or services. Once Exclusive Use has been confirmed in writing it MUST BE TAKEN and cancellation of this option will result in full charge.

CANCELLATION

In the event of a cancellation by the client, of the numbers attending the event or the event, the following charges will apply;

Over 12 calendar months	Loss of £500.00 deposit	12 months to 6 months	50% of the estimated cost
6months to 2 months	75% of the estimated cost	2 months or under	100% of the estimated cost

6 months prior to your function the hotel must have sufficient information to provide the guest with a pro forma invoice indicating the estimated cost of your function. Failure to provide this information the invoice will be based on the charges relating to Menu A for the day function and Menu A for the evening function and Drinks Pack D1.

By the hotel:-The event may by cancelled by the hotel should any of the following circumstances occur.

1. The hotel or any part of it is closed due to circumstances beyond the control of the hotel.
2. The insolvency of the clients.
3. Where a deposit and instalment payments are being made to account for any future event, then should there be arrears outstanding for more than seven days the company reserves the right to cancel the contract.
4. Any other circumstances which in the sole opinion of the hotel, would lead to the reputation of the hotel being damaged or damage being caused to the property of the hotel. In the event of cancellation by the hotel, the hotel will refund any advance payments subject to costs involved and absorb itself from any further liability. In all instances of intimations of cancellations must be made in writing and will be effective on the date it is received by the hotel.

ESTIMATED FINAL NUMBERS

If the final numbers, which must be received by the hotel no less than two months prior to the event, decrease by more than 20% below the original figure, a charge of £10.00 per person will be deducted from the £500.00 deposit. Should there be any decrease in the numbers from those in the proforma invoice; the hotel reserves the right to charge in full. If the final numbers are extra to the proforma invoice, these will be charged at the full rate. All extra charges incurred to be paid before departure from the hotel. All weddings are requested to be seated before 4.00pm.

ACCESS TIMES

Reservations confirmed on a day rate are accepted on the basis that access to the room is limited to the period between 8.00am and 6.00pm unless previously agreed by the hotel and acknowledged in writing. Function rooms booked in series may be let for evening sessions by prior written arrangement. Unless this is arranged in advance the room will require to be cleaned in order to fulfil any other contract.

GENERAL

1. The client shall be liable for any loss or damage to the property of the hotel, its patrons or any item within the hotel, whether in the ownership of the hotel or not.
2. The hotel will take all reasonable steps to fulfil its obligation in respect of any event, to the best of its ability and in accordance with the details provided, but it reserves the right to provide alternative services of at least the equivalent standard and at no additional cost to the client.
3. Notwithstanding the above terms and conditions, the hotel will not be liable for any failure to perform its obligations to the client in whole or in part as a result of any of the following circumstances:

Strikes or industrial action Flood Act of God Fire Civil commotion Failure of service

4. Prices quoted are subject to annual review, the hotel reserves the right to alter prices without notice. This is also applicable to confirmed bookings. Price increases, which will be in line with economic circumstances, will not result in clients to resile from contracts. The hotel reserves the right to add any new or additional tax imposed by lawful authority, which was not known at which time the contract was made.
5. The attention of the clients is drawn to the notices relevant to The Innkeepers Liability Act and other displayed in the hotel and also car park with regards to exclusion of liability by the hotel.
6. In connection with any event at which any form of entertainment is to be provided this will be entirely the responsibility of the client. In the case of wedding plans it is possible to arrange Wedding Plan Insurance for your Wedding Receptions, in the event of any one of the above clauses being brought into effect either by the client or the hotel. This insurance could even cover your honeymoon. To secure peace of mind for your wedding day, contact our Functions and Conference Co-ordinators for a proposal form and further details. Insurance premium subject to change.

ACCOMMODATION If an event is Confirmed for a Saturday, all bedrooms must be reserved for two nights

Please sign and print below as acceptance of all of the above terms and conditions

Sign Print Position

....

Peterstone Court

Country House Conference Venue

Why Should You Choose Us?

1. Naturally lit rooms with breathtaking views
2. Elegant and stylish interiors
3. Relaxed business environment
4. Extensive, well kept gardens with outside work areas
5. Modern business equipment
6. Discreetly professional service
7. Accessible location with ample on site parking
8. Individually set up bedrooms
9. High quality spa and leisure facilities
10. Tasty morsels on offer from our talented kitchen team

To find out more....

Peterstone Court
Country House
Llanhamlach
Brecon
Powys
Wales
LD3 7YB

01874 665387
peterstone-court.com
info@peterstone-court.com