



BOOKING TERMS & CONDITIONS

Initial Contact	Provisional	<ul style="list-style-type: none"> A provisional booking made by telephone, email or letter can be held for up to two weeks. A booking form will be sent to you.
Contract 1	Booking Contract	<ul style="list-style-type: none"> To secure your booking a completed booking form and deposit must be received. Your booking will be confirmed by receipt. <i>In the absence of a booking contract, the date provisionally held will be made available to other groups without notice</i>
Contract 2	Final Invoice, housekeeping & special diet requirements	<ul style="list-style-type: none"> You will be required to send the final payment 6 weeks prior to your visit based on anticipated numbers. You will also need to provide meal requirements and special diets 2 weeks prior to your visit
Contract 3	Adjustment Invoice	<ul style="list-style-type: none"> To be settled within 30 days of the visit.

Minimum numbers

House Only	March – October	40 people	[mid and high season]
	November – February	30 people	[low season]
Mews	January – December	15 people	
House & Mews	January - December	70 people	

For your information

- If your party is less than 70 but the nature of your programme requires use of the whole site at Dunfield then please contact us to discuss terms and conditions.*
- If final numbers fall below the minimum requirement then a charge of 75% will be made to cover the shortfall*
- You are strongly advised to take out holiday and travel insurance to ensure that any unforeseen difficulties with your planned activity are covered.*

Acceptance of booking

We reserve the right not to accept a booking without reason. Especially where it may contradict the ethos and spirit of how Dunfield operates

Cancellations

Cancellations **MUST** be made in writing; the following charges will be incurred –

Cancellation 26 weeks or more prior to visit	charged at deposit rate only
Cancellation within 25 weeks of visit	charged at 25% of full cost
Cancellation within 13 weeks of visit	charged at 50% of full cost
Cancellation within 6 weeks of visit	charged at 75% of full cost

Late payment

In the rare instance where an account is not settled by the due date, a surcharge of 2% on the outstanding balance will be made to cover administrative costs. This surcharge will be incurred for each month thereafter until the account is settled.