

SNEATON CASTLE LIMITED

Payment Terms and Conditions

GROUPS – Residential Visitors

- A £20.00 per head non-returnable deposit is payable to secure a residential visit
- Final guest numbers must be confirmed 28 days prior to the visit date
- An invoice with final guest numbers or latest numbers received will be submitted to the group leader 28 days prior to the visit date, for immediate payment
- If necessary an invoice, for extras incurred after the submission of the original account, will be sent to the group leader following your stay, for immediate payment

GROUPS – Day and Catering Visitors

- A £5.00 per head non-returnable deposit is payable to secure a day or catering visit
- Final guest numbers must be confirmed 7 days prior to a day or catering visit
- An invoice will be presented to the group leader upon arrival for immediate payment

ACCOUNT HOLDERS – Residential, Day and Catering Visitors

- A £20.00 per head non-returnable deposit is payable to secure a residential visit
- Final guest numbers must be confirmed 28 days prior to arrival for a residential visit
- A £5.00 per head non-returnable deposit is payable to secure a day or catering visit
- Final guest numbers must be confirmed 7 days prior to a day or catering visit
- An invoice will be submitted following a visit for payment within 14 days of the event

INDIVIDUAL GUESTS - Residential

- A £20.00 per head non-returnable deposit is payable to secure a booking
- Guests without a booking – full payment of the account payable on arrival

CANCELLATIONS

- The full tariff is payable for any cancellation, Group, Account or Individual guests, made within 14 days of the date of the commencement of the visit

SINGLE ROOM SUPPLEMENT

- A £10.00 per night single room supplement is payable in en-suite accommodation

LOST KEYS

- A £10.00 charge is made to groups or individuals to replace lost room keys

LOST PROPERTY

- Lost property can be returned to the owner upon payment of an admin charge of £5.00 plus the cost of postage and packaging of the item

Please make cheques payable to: **Sneaton Castle Limited** and forward to: **Sneaton Castle Centre, Whitby, North Yorkshire YO21 3QN**

Sneaton Castle Ltd is the trade name for Sneaton Castle Centre whose registered office is at the address above. Company Registration Number: 3837022. VAT Registration No: 722 1252 80