

# **Sneaton Castle Limited**

## **Revised Payment Terms and Conditions**

### **GROUPS – Residential Visitors**

A £20.00 per head non-refundable deposit must be paid to secure a residential visit  
Final guest numbers, dietary requirements, etc must be confirmed 2 months prior to the visit date

An invoice with final guest numbers or latest numbers received will be submitted to the group leader 2 months prior to the visit date for immediate payment

A further invoice for extras incurred during your stay will be presented to the group leader on the date of departure and is due for immediate payment.

### **GROUPS – Day and Catering Visitors**

A £5.00 per head non-refundable deposit is payable to secure a day or catering visit

Final guest numbers must be confirmed 1 month 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-refundable deposit is payable to secure a residential visit

Final numbers must be confirmed 2 months prior to arrival for a residential visit

A £5.00 per head non-refundable deposit is payable to secure a day or catering visit

Final 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-refundable deposit is payable to secure a booking

Guests without a booking – full payment of the account payable on departure

### **CANCELLATIONS**

The full tariff is payable for any cancellation, Group, Account of Individual guests made within 14 days of the departure

### **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