



The Inn on the Moor Hotel

Function Terms & Conditions

Function Information

It is preferred that the Inn on the Moor Hotel deal with one named organiser of your function to avoid any discrepancy in communication or financial transaction.

To ensure the highest level of service for yourselves when booking Luncheons, Evening Meals, Afternoon Teas and Christmas Parties, The Inn on the Moor Hotel must receive final numbers and menu options a minimum of 7 days before your function date. Please ensure your guests are aware that alterations to their menu choices cannot be made if less than 7 days remains before the date of your function.

Please be advised that functions over 16 in number will be split over several tables. Tables of 6 are preferred where possible. To discuss specific seating arrangements, please speak to a member of the Reservations, Functions and Events Team.

Allergens & Intolerances

If you or one of your guests are affected by any food allergies or intolerances, please advise our Reservations, Functions and Events Team at the time of booking. We cannot guarantee that any food items are completely free from allergens due to their production in a busy kitchen where many ingredients containing allergens are used. If you require further information regarding the ingredients in our dishes, we recommend that you give our Reservations, Functions and Events Team a call on 01947 896296.

Deposits & Confirmation

A non-refundable and non-transferable deposit of 50% will secure your booking. You will receive a written confirmation of your booking upon receipt of your deposit payment. The remaining balance will be payable no later than 7 days before your function date.

Cancellations & Refunds

Once full payment for your function booking has been received, we regret that refunds cannot be made, nor offset against other guests. The Hotel reserves the right to cancel or alter any function at its own discretion.

Discounting

When booking a function and accommodation package, the following discounting structure would apply:

Number of Occupied Guest Rooms	% Discount Applied
Between 2 and 5 Guest Rooms.	2.5%
Between 6 and 9 Guest Rooms.	5%
Between 10 and 13 Guest Rooms.	7.5%
Full 15 Guest Rooms	10%

Additional Information

Guests are not permitted to bring their own food or drink to consume on the premises.

Payment Policy & Information

The Inn on the Moor Hotel accepts all major credit/debit cards, including American Express. Cash and bank transfers are also accepted as methods of payment for your function booking. Please be aware that whilst cheques can be accepted when making your deposit payment, they cannot be accepted as a method of final payment.

Payment Information

Account Name: T E & Daughters Ltd

Sort Code: 40-46-24

Account Number: 21509187

Reference: Party Organiser Name

For deposit payments, please make all cheques payable to The Inn on the Moor.

Dog Friendly Policy

Whilst the Inn on the Moor Hotel is a dog-friendly establishment, dogs are not permitted at functions where the service of food is required. For further information, please speak to a member of the Reservations, Functions and Events Team. We welcome service dogs at the Inn on the Moor Hotel.

Parking

The Inn on the Moor Hotel car park is a private car park, strictly for the use of Hotel patrons and staff. Any vehicles left in the car-park are done so at their owner's own risk. The Inn on the Moor Hotel Management will accept no responsibility for any loss or damage caused to vehicles or their contents. Hotel Management politely asks that patrons are considerate when parking their vehicles in the car-park and respect the needs of other drivers.

Non-Smoking Policy

The Inn on the Moor Hotel is a strictly no-smoking and no-vaping establishment. Smoking and Vaping is not permitted within the Hotel under any circumstances. An outdoor smoking and vaping area is provided. If it is evident that you are smoking within the Hotel then Senior Management will be made aware, you may be charged for cleaning costs incurred and you may be asked to leave the Hotel premises with immediate effect. For more information please speak to a member of the Reservations, Functions and Events Team.

The Inn on the Moor Hotel Bar

Our Hotel bar is located on the ground floor and is open from 11am, daily. For specific closing times and other licensing information, the management recommends you view our opening times and license summary which is displayed in the public bar. Customers and guests are advised to speak to a member of staff or the Designated Premises Supervisor should they need any further information.

(GDPR) Storage of Personal Data

All personal details, data and information are stored securely in compliance with our GDPR Data Protection Policy. To view our full Data Protection Policy and Privacy Standard please visit our website, www.theinnonthemoorhotel.co.uk or contact a member of the Reservations Team on 01947 896296.

Further Information

If you have any questions relating to our terms and conditions, we recommend that you give us a call on **01947 896296**, where a member of the Reservations, Functions and Events Team will be happy to assist.