

# GATCOMBE HOUSE

## **Meeting room and Boardroom Terms and Conditions**

### **Cancellations or amendments**

**We ask you to estimate at the time of your booking the number of people. You must confirm these numbers no less than 5 working days before the event; otherwise we will only cater for your estimated number.**

**Any bookings that are cancelled with 48 hour's notice or less will be non-refundable. Any changes or cancellations must be confirmed in writing by email. The notice period becomes effective upon receipt of that confirmation.**

**Any amendment or addition to dates will be subject to availability.**

### **Damage**

**You are responsible for the space assigned to you throughout your event. Any damage caused to the property, contents or Gatcombe House grounds incurred as a result of your delegates 'or guests' behaviour will result in a charge based on the reasonable costs of repair.**

### **Client Property**

**Whilst reasonable efforts are made to ensure Gatcombe House premises are safe and secure, Gatcombe House will accept no liability for articles or property left, lost or damaged on the premises.**