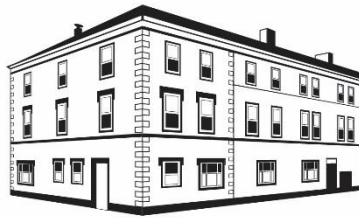


CONFERENCE & MEETINGS



FACILITIES, BOOKING TERMS & PRICES



Aston Court Hotel



CONFERENCE & MEETINGS

Thank you for your recent enquiry about conference facilities at the **Aston Court Hotel**.

The attached sheets gives you room dimensions and sizes of our three main meeting rooms. All the meeting rooms are located on the Ground Floor and are accessible by wheelchair. They all offer air conditioning, natural daylight and have toilets facilities close by including toilet facilities for any conference delegates who may have a disability or special needs.

We can set the rooms out in various styles to suit your needs and provide any equipment you may need to use for presentations etc.

Free Wi-Fi is available throughout the hotel and there is a PC located in the reception area that is freely available for all guests to use.

The hotel is directly opposite Derby Mainline Railway Station and easily accessible by road. The M1, A6, A38, A50 and A52 are all fairly close by and for delegates travelling by car we have free car parking on site for around 60 cars.

Should you wish to see the rooms and discuss your specific requirements please do get in touch and we will be pleased to make the arrangements.

Once again, thank you for your enquiry and I hope that we may be of assistance to you in the future.

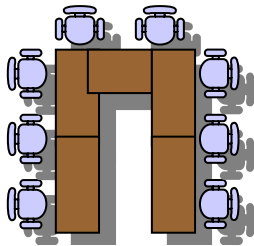
Regards.

MEETING ROOM DIMENSIONS AND CAPACITIES

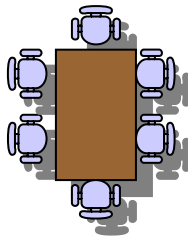
	Dimensions (m)	U-Shape	Boardroom	Classroom	Theatre Style
York Suite	25.0 x 10.4	35	50	50	150
Hardwick Suite	16.0 x 6.00	20	20	20	60
Chatsworth	9.5 x 4.0	N/A	16	N/A	N/A

Ceiling Height = 2.4m

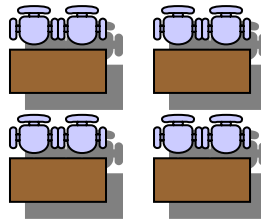
MEETING ROOM LAYOUTS



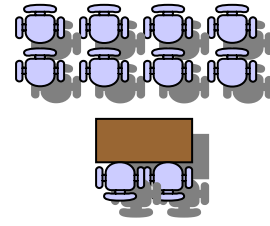
U-Shape



Boardroom



Classroom



Theatre Style

ROOM HIRE CHARGES (FROM)

	<u>HALF DAY</u>	<u>FULL DAY</u>
York Suite	£200.00	£300.00
York A (Half of Suite)	£150.00	£200.00
Hardwick Suite	£150.00	£250.00
Chatsworth Suite	£120.00	£150.00

DELEGATE RATES

Day Delegate Rate

Includes:

Use of Main Meeting Room
Conference Table Refreshments
Use of Screen & Flipchart
Coffee/Tea & Biscuits throughout
the day
Two Course Finger Buffet Lunch
with Coffee
VAT @ 20%

From £25.00

REFRESHMENT CHARGES

Tea, Coffee & Biscuits	£2.50
Tea, Coffee & Danish Pastries	£4.50
Tea, Coffee, Scones & Cream	£4.50
Bottled Mineral Water (1 Litre)	£3.00
Jug of Orange Juice	£5.00
Bacon Bap	£4.50
Sausage Bap	£4.50
Egg Bap	£4.50
Sandwiches (Per round)	£2.50
Sandwiches & Fruit (2 rounds)	£7.50
Sandwiches, Fruit & Chips (2 rounds)	£9.50
Finger Buffet, Dessert & Coffee	£13.00

EQUIPMENT HIRE CHARGES (PER DAY)

Flipchart, Pad & Markers	£10.00
LCD Projector & Screen	£75.00

Any additional equipment can be arranged for events and quoted accordingly.

All prices include VAT

ACCOMMODATION CHARGES

Bed & Breakfast

Single room	from: £50.00 per night
Double room (single occupancy)	from: £60.00 per night

CONFERENCE BOOKING TERMS & CONDITIONS

CONFIRMATION

All bookings are treated as provisional until both the client and the hotel have signed the conference contract. Once the contract is signed by both parties, the facilities reserved on your behalf will be subject to the terms and conditions of this contract.

The contract must be returned by the client and received by the hotel within seven days of the date of issue or, if such time is not available prior to the date of arrival, within a maximum of 48 hours. If the hotel does not receive the contract within this period the hotel reserves the right to release the provisional booking and re-let the facilities.

PAYMENT TERMS

Credit Facilities

It is our policy for accounts to be settled on departure. Credit facilities with the hotel may be obtained from the hotel for events with an estimated spend in excess of £500. Applications must be received at least two weeks prior to your event and accounts cannot be forwarded without prior arrangement.

Final Payment

Clients not having credit facilities with the hotel must settle the account in full on departure. If a credit account is given, full payment of any outstanding balance must be made within 30 days – any queries will not affect the immediate payment of the remainder of the account. Thereafter we reserve the right to charge interest on the balance outstanding.

AMENDMENTS AND CANCELLATIONS

In the unfortunate circumstance that you cancel or postpone your confirmed booking at any time prior to the event, the hotel will make every endeavour to re-sell the facilities on your behalf.

Any cancellation, postponement or partial cancellation should be verbally advised to the hotel in the first instance. All cancellations must be confirmed in writing and the facilities you have reserved cannot be released for re-sale until this is received and acknowledged.

Definitive cancellation charges due can only be confirmed to you after the intended date of your event, when we may reduce the charge by any alternative business we have been able to secure on your behalf.

In the event of the hotel being unsuccessful in the re-selling of the amended or cancelled booking, cancellation charges will be made as follows:

PERIOD OF NOTICE	CHARGE
12 months or longer	10% of rates quoted
Between 6 & 12 months	25% of rates quoted
Between 4 & 6 months	50% of rates quoted
Between 2 & 4 months	75% of rates quoted
Less than 2 months	100% of rates quoted

Should the client make significant changes to the programme or the expected number of delegates, the hotel reserves the right to amend the rate or facilities offered.

Any delegates who do not arrive, or depart early will be charged at **100%** of the delegate rates or rates quoted for nights of non-attendance

AMENDMENTS OR CANCELLATION BY THE HOTEL

The hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of:

- a) Any occurrence beyond the reasonable control of the hotel which shall prevent it from performing its obligations in connection with the booking.
- b) If the booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
- c) If the client is more than 30 days in arrears of previous payments due to the hotel.
- d) If the client becomes aware in any alteration in the client.

I fully understand and accept the above stated terms and conditions.

Print name: _____

Signature: _____

Date: _____