



309-323 Hedon Road, Hull, HU9 1NU.
 Tel: 01482 222600, Fax: 01482 222601
 Email: info@trinityhull.co.uk, www.trinityhull.co.uk

Conference /Meeting

Trinity Hotels offer a dedicated conference & meeting facilities which can accommodate from one to one meeting to 250 delegates suitable for all types of business events as well as excellent customer service from start till end. Our hotel offer FREE delegate parking and complimentary internet access throughout.

Personalize your own package or choose one of ours.....

1. Trinity Comfort Meeting Package

£22,00 per delegate rate full day

- **Room rental**
- **LCD projector, flip chart, pin board)**
- **Pads, pens and conference drinks on a separate table in the meeting room**
- **conference drinks (mineral water and soft drinks) per person**
- **morning and afternoon breaks with trinity Snacks and one cup of tea / coffee per break**
- **Business lunch at chef's choice incl. unlimited coffee and tea**

Board room style	Cabaret style	Class room	Theatre style
40	80	80	250



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2. Trinity Board Meeting Package (Humber Suite)

- **Room rental Half day £45 (4 hours),**
- **Full Day £75**
- **Note pads and pens**
- **Jugs of Water**

Board room style	Class room	Theatre style
16	20	25

3. Room Only Hourly rate

Hourly rate: £12.00

Finger Buffet including tea and coffee £6.95 Per person

Refreshments to be charged (per person)



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Booking Terms And Conditions

This document contains the terms and conditions which apply to the contract, which will be existence between yourselves and Trinity Hotel (hereinafter called the "Company") if you wish to make a confirmed booking.

1 Provisional Booking

The Company's facilities will be allocated on a provisional basis, if you request, for a 2 week period. Until the booking has been confirmed in writing, and accepted by the Company, the Company reserves the right to cancel your provisional booking after the 2 week period should an alternative confirmed booking be received for the same date.

2 Confirmation

The Company does not accept telephone confirmations. Your booking will only be accepted by the Company on receipt of your written confirmation of the relevant details together with your acceptance of these terms and conditions and payment of the non-refundable deposit required. Once accepted a confirmed booking can only be cancelled or varied in accordance with these terms and conditions.

3 Deposits

Unless otherwise agreed in writing by the Company payment of any deposit must be made at the time of confirmation of a booking. Failure to pay the deposit will result in the booking not being accepted or being cancelled. Such a deposit will be calculated at £200.00 (non-returnable) in the confirmation of booking. In addition to any deposits required the Company requires full payment of your function one week prior to the event date. This payment is non-refundable.

4 Cancellation

In the event that you cancel your confirmed booking at any time, the Company will require payment of a cancellation charge on the following scale.

- more than 6 months prior to the function: £100.00 Administration fee
- less than 6 months but more than 3 months prior to the function: 25% of the total booking value
- less than 3 months prior to the function: 50% of the total booking value
- less than 4 weeks prior to the function: 100% of the total booking value

Any reduction, waiver or cancellation charges or other funds will be entirely at the discretion of the Hotel Manager.



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Notice of any cancellation must be given in writing

5 Postponement or Changes of Date

A postponement or change of date, of the function, will be treated by the Company as a cancellation, unless a new date is set immediately. The Company cannot make any commitment regarding availability of alternative dates for postponed or changed events.

6 Surcharge

The banqueting suite caters for a minimum of 30 guests and a maximum of 250 per event. Should numbers fall below the minimum the Company will enforce a surcharge of £5.00 for every guest below this threshold.

7 Variation in Numbers

The Company requests that final numbers together with final details of menus, wines, table plans and all other matters are confirmed no later than 14 days prior to the event. Should numbers exceed These figures additional charges will be made. No refunds shall be given for decrease in numbers after final confirmation.

8 Hotel Reservations

The hotel reserves the right to charge for all bedrooms reserved in conjunction with a function, whether taken up or not. Cancellation fees will be charged if booked rooms are not cancelled within a 24-hour notice period. Each guest will be required to produce a debit or credit card to secure their room booking. The client will indemnify the Hotel for any loss or damage to the Hotel or contents caused by the Client, his guests or paid servants. The Hotel does not accept liability for loss or damage to property brought onto the Hotel premises by/or on behalf of the Client, however caused.

9 Payment of Accounts

After the initial deposit payment, full payment is due one week before your event / Function together with confirmation of final numbers. Any extras incurred during the event will require settlement before you leave unless agreed otherwise by the Company.

10 Miscellaneous

- **The Banqueting Suite is not hired as a facility without food.**
- The only food and beverages served on the Company's premises will be those supplied by ourselves. No guest may bring their own food or beverages onto the Company's premises for consumption.
- All food served by the Company remains their responsibility therefore food will not be boxed for customers to remove from the premises.
- **Prices are reviewed annually for all services at Trinity Hotel and we reserve the right to vary them from all printed documentation. All prices include duties and VAT at the current rate. Prices for 2014 are not yet confirmed therefore current information must be regarded as sample only.**
- The Company reserves the right to charge for any damage caused by the client, his guests or paid servants.



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- The client is advised to consider arranging event insurance for the event covering public liability and loss or damage of its property and that of persons attending the event.
- The Company does ask that all guests adopt a reasonably smart dress whilst on the premises.
- The event / function shall terminate at the time stated without exception.
- The Company observes the licensing laws without exception.
- All belongings remain the sole responsibility of the client and must be removed at the end of the function. Any items left will be disposed of at the Company's discretion.
- Cake, cards and gifts are the sole responsibility of the person who is organizing the event. The Company holds no responsibility for the boxing or distribution of event cake.
- Any materials, mechanical or electrical equipment brought in by you, or at your request, must be brought to the attention of the Company in writing. You will need the Company's consent before they can be brought in and they must comply with all the current relevant regulations. In the unlikely event of any problem, you will be liable for damage or injury arising from use of the equipment.
- Any complaint arising out of the function must be made in writing to the Hotel within 7 days of the function. The hotel reserves the right not to give consideration to such complaints unless received in such a manner and within such time limit.

Terms and Conditions Acceptance

Booking Details

Name Of Event	
Person In Charge	
Booking Contacts:	
Address:	
Telephone Number:	
Mobile Number:	
Email Address:	
Date:	
Function Description:	



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Attendance Figures:	
Afternoon:	
Evening:	
Special Requirement	

Signatories

- Corporate bookings require a Managing Directors signature or person of equal responsibility to confirm terms and conditions have been accepted. Not the signature of the event organiser.

I / we hereby agree with all the Company's Terms and Conditions:

Name:	Signature:	Date:
		Remark:
Trinity Events:	Signature:	Date:

Please sign and return this section to Trinity Events at the stated address and retain the Terms and Conditions for your records.