



## BLAKEMORE HYDE PARK FLOOR PLANS

Blakemore Hyde Park offers three key events and meeting rooms, which can cater for between 4 and 120 guests. All of the rooms provide a variety of layout options, giving a personal touch to each client's requirements.

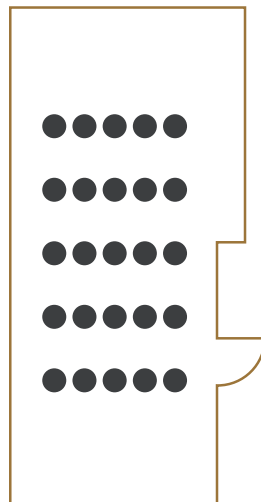
We offer complete conference solutions, with room hire, refreshments, lunch and dinner, along with a projector and screen, a flip chart and complimentary Wi-Fi throughout the hotel. Our dedicated events team are friendly and accommodating – from the moment you arrive one key partner will be available to look after your needs from your event's start to finish using a proactive approach.

## WESTLAKE

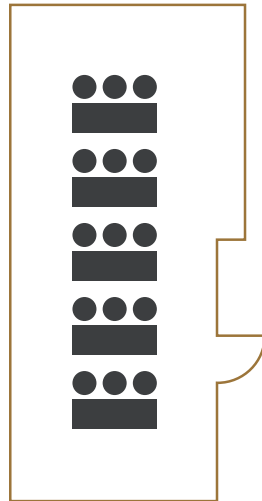
A perfect solution for mid-sized meetings, up to 25 delegates can be accommodated in most room setup options. The Westlake is great for special occasions and private dining, as it has natural daylight with a conservatory feature. The room comes with a projector and screen, telephone, complimentary Wi-Fi and ambient LED lighting.

HEIGHT	LENGTH	WIDTH	AREA
2.4m	8m	3.5m	28sqm

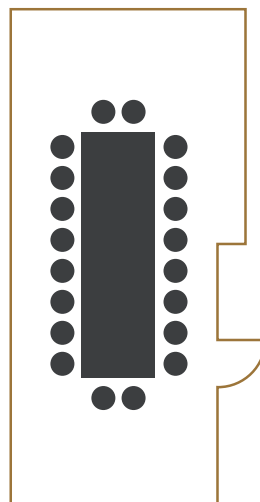
## THEATRE LAYOUT – MAX CAPACITY 25 PEOPLE



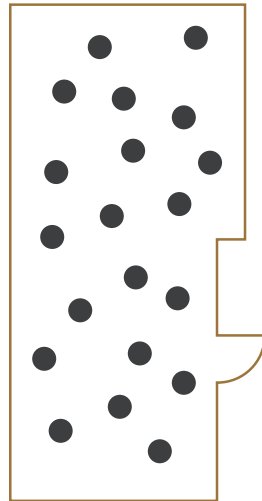
CLASSROOM LAYOUT - MAX CAPACITY 15 PEOPLE



BOARDROOM LAYOUT - MAX CAPACITY 20 PEOPLE



PRIVATE DINING LAYOUT - MAX CAPACITY 20 PEOPLE



## Terms & Conditions

### General

- a) This Contract is made between Blakemore Hyde Park Hotel and the Client specified on the confirmation form.
- b) The Client shall procure that any member of its staff placing a booking has authority to do so and the Hotel will take any such booking/enquiry on face value without obligation to check the authority of the individual concerned.
- c) The Hotel is unable to guarantee that all of its many facilities will be available for use during your stay. The Hotel will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, the Hotel reserves the right to provide alternative services (which shall be to a standard equivalent to those as set out on the confirmation booking form) at no additional cost to the Client.
- d) If you have any special dietary or other requirements please give us full details before confirming the booking. The Hotel's normal scale of cancellation charges will apply if you cancel because we are unable to meet any requirements that you failed to disclose when making the booking.
- e) The Client shall provide on request from the Hotel all such information that is available in relation to the Function as may be necessary to enable the Hotel to make a fully informed assessment of its obligation to provide the Services.
- f) Should the Client become insolvent the Hotel reserves the right to terminate this agreement forthwith without any notice.
- g) The Client shall not be entitled to assign the booking to any third party nor utilise the Hotel's facilities other than for the purpose stated without the Hotel's prior written approval.
- h) Whilst the Hotel has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate it reserves the right to alter, substitute or withdraw any Service facility or amenity without notice if necessary. The Hotel shall not be bound by any descriptions, prices or other information as set out in any such advertising literature except that nothing in this clause shall affect the Hotel's liability in the case of fraudulent misrepresentation.
- i) No variation of these conditions shall be effective unless in writing and signed on behalf of both the Hotel and the Client. All quotations, bookings, orders and contracts are accepted by the Hotel subject to the following terms and conditions, which shall override any terms, conditions or warranties stipulated, incorporated or referred to by the Client whether referred to in the Client's order, booking form or in any negotiations or correspondence.
- j) These terms and conditions and the Contract shall be interpreted in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English Courts.
- k) The Client shall not be entitled to withhold payment of any invoice by reason of any right of set off or counter-claim which the Client may have or alleged to have for any reason whatsoever.
- l) The Client may not assign or in any way dispose of its rights or obligations under these Conditions without the prior written consent of the Hotel. The Hotel shall be free to assign or otherwise dispose of its rights under these Conditions and shall be free to sub-contract any of its obligations under the Contract.
- m) Any term of these Conditions, which may be void or unenforceable, shall to the extent of such invalidity be severable and shall not affect the other provisions.
- n) Failure by either party to enforce any of these Conditions shall not be construed as a waiver of such Conditions.
- o) Any notice to be served under these Conditions shall be served on each party at an address as each party may from time to time notify to other and may be served by first class registered post, e-mail or facsimile. Any such notice served by post shall be deemed to have been served 2 days after the date of despatch, or in the case of service by facsimile when the addressee's machine acknowledges receipt thereof, or in the case of e-mail when the e-mail is available in the recipient's inbox.
- p) Except as otherwise provided in these Terms & Conditions, any person who is not a party to the Contract shall have no rights pursuant to the Contract (Rights of Third Parties) Act 1999 to enforce any terms of these Conditions or the Contract. Any right or remedy of a third party that exists or is available apart from the Act is not affected.
- q) The Hotel shall comply with its obligations under the Data Protection Act 1998 in relation to the personal data which it controls and which is supplied to it by the Client. Where the Hotel is required during the proper performance of its obligations under this Agreement to supply personal data to the Client, the Client agrees that it will treat such personal data in accordance with the Data Protection Act 1998.

#### Confirmation

- a) Bookings will be treated as provisional until the Client sends in written and signed confirmation to The Blakemore Hotel.
- b) Changes made to the number of delegates must be finalised at least 14 working days before the start date of the conference or event.
- c) Any costs incurred for the function by The Blakemore Hotel that would otherwise not normally be incurred will be charged in the event of a cancellation unless The Blakemore Hotel are able to mitigate their loss. The Client is to inform Blakemore Hotel.

#### Deposit & Payment

- a) A 50% non-refundable deposit will be charged when the Hotel receives a signed conference confirmation. The balance will be charged 30 days prior to the conference/event date.
- b) Credit card details are required in writing on an authorised company letterhead or a Blakemore Hyde Park 3rd party authorisation form in order to charge 50% of the conference/event value as a non-refundable deposit and then deduct the remaining balance 30 days prior to the conference or event date.

#### Cancellation

- a) If an event is cancelled after the confirmation contract is signed then a 50% non-refundable deposit will be levied as a late cancellation charge.
- b) If an event is cancelled within 14 days of the conference/event date then the full 100% will be levied as a late cancellation charge.

#### VAT

VAT is applicable to all charges at the current given rate.

#### Damage

Clients are responsible to Blakemore Hotel for any damage caused by the Client or their guests, agents or employees etc. whilst on the premises.

If you need any further assistance, please do not hesitate to contact us – we look forward to welcoming you to the Blakemore Hyde Park Hotel.

#### Health & Safety

The Hirer is responsible for the health and safety of their staff and delegates throughout the duration of the hire period and will be expected to comply with all relevant legislation. Information regarding emergency procedures and first aid arrangements is available from reception. The capacities of each room are given on our Hotel's website and may not be exceeded for safety reasons. The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if overcrowding is liable to occur. Delegate lists are required to be sent to the Conference Co-ordinator at least 14 working days in advance.

#### Smoking Policy

Blakemore Hyde Park operates a no smoking policy in all its rooms. Please inform all your delegates/guests of this policy and ensure that they do not smoke whilst they are in the building.

#### Third Party Personal Insurance and Liability

The Blakemore Hyde Park Hotel shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of a function arising from any cause whatsoever. Nor shall Blakemore Hyde Park Hotel be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God which may cause the Blakemore Hyde Park Hotel premises to be temporarily closed or the function interrupted.

Advertising

The Client should not use the Hotel's name, trademark or any other of its intellectual property rights without the Hotel's prior written consent. Any posters or any other advertising material whatsoever to be used by the Client during the Function may only be used with the Hotel's prior written consent.

Blakemore Hyde Park

30 Leinster Gardens, London W2 3AN

Tel: 020 7262 4591 Fax: 020 7262 4131 E-mail: [conference@starcrown.com](mailto:conference@starcrown.com)

Name .....

Date .....

Signature .....