



KEELE HALL



EVENTS

COCKTAIL & GRAZING EXPERIENCE

TERMS & CONDITIONS

1. A £10 per person non-refundable deposit is required at the time of booking.
 2. Deposits paid are non-refundable and non-transferable. If guests cannot attend their deposits can be transferred to a replacement guest but cannot be used to pay off any outstanding balance of the event cost. By paying your deposit you are agreeing to our terms and conditions.
 3. The final balance must be paid in full 28 days before the date of the event. We reserve the right to cancel any parties if the final balance has not been paid in time. Once the final balance is paid, it is non-refundable and non-transferable.
 4. Should you need to amend your guest numbers, we request you contact us by phone or email to make the amendment. Please note any increase in numbers, is subject to availability.
 5. Please note we are happy to accommodate guests with special dietary requirements/allergens and request you advise us a minimum of 7 days prior to the evening.
 6. It may be, from time to time, that menu items are unavailable from our supplier. Should this be the case, we reserve the right to substitute any menu items due to circumstances beyond our control.
 7. Should you need to cancel your booking, you must notify us in writing. We reserve the right to retain any payments that have been made to your booking.
 8. We have the right to alter or cancel any booking for any reason at our discretion. If this happens, we will issue your party with a full refund.
 9. We will always request permission to market to you about our Special Events. If you would like to be added to our special events database, please email:
commercial.specialevents@keele.ac.uk
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