



Holiday Inn Express® Glenrothes
 Leslie Road
 Glenrothes
 Scotland
 KY6 3EP

Tel: +44 (0)1592 745509
 Fax: +44 (0)1592 743377
 reservations@hiexpressglenrothes.co.uk
 www.hiexpressglenrothes.co.uk

Conference Room Booking Form

Thank you for your interest in booking the conference room and facilities at the Holiday Inn Express Glenrothes hotel. We welcome interested parties to complete and return the below form via post, fax, in person or by email to **reservations@hiexpressglenrothes.co.uk**

Event Details

Company Name:	Contact Name:
Email:	Tel:
Company Address:	
Purpose of room hire:	

Reservation Details

Date of Room Hire: _____ **Number of attendees:** _____

Type of hire: (Please tick)

Full day: 9am – 5pm £99 Morning Rate: 9am-12noon £65 Evening Rate: 6pm-9pm £65

Event Start Time: _____ **Event End Time:** _____

Number of bedrooms needed: _____

Check-in date: _____ **Number of nights:** _____

*We offer a 10% discount on our Best Flexible rate for all attendees wishing to stay with us.
 Guests are welcome to use their own Priority Club® membership to earn points for their stay.*

Room Layout:

Theatre Style Max 25 Boardroom Max 16 U-Shape Max 12 Classroom Max 25

Please indicate which equipment you require:

Flipchart Stationary LCD Projector Other:

Our conference room also features a TV and DVD player for your use. We provide complimentary WiFi for all attendees for the duration of the event. Additionally, fax and photocopying facilities are available.

Catering

All rates include complimentary teas and coffees with biscuits, mineral water and mints.

Catered lunch or dinner: Required Not Required

£5 p.p A cold buffet offering a selection of filled rolls/sandwiches and crisps.

£8 p.p A cold buffet offering a selection of filled rolls/sandwiches and crisps, a selection of savoury pastries, sweet pastries and fruit juices.

Payment Method

Cash - bills may be settled by cash on departure, however a credit card is required to secure the booking

Bill to company – if you would regularly like to use our facilities, please contact us to open a credit account to be invoiced monthly (subject to a credit check)

Credit or debit card –these details are necessary to secure the booking. If you do not wish to put these details on this form, please telephone the hotel on +44 (0)1592 745509 to give card details over the phone

Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valid from date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Issue number – debit card only:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on card:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Completion of the Conference Room Booking Form

Signature: _____
Full name – please print: _____

I authorise this credit/debit card to be used to secure the above booking. I fully understand the cancellation policy. I understand that my card details will be charged according to the terms and conditions explained to me should I cancel my booking or fail to make payment on the day of the event.



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Terms & Conditions

1. How do I make a reservation? You can make a reservation for a meeting or an event by simply returning to us the booking form along with this document, duly completed and signed where indicated. If you wish to make any special arrangements or if you have any special requests, then please do not hesitate to contact the hotel direct, who will be glad to help you. If you are making a reservation on behalf of somebody else, then please let us know so that we can complete any necessary forms or documents.

2. What is included in the amounts charged for my reservation? How should I pay? All prices charged to you include VAT and other taxes. We will provide you with a detailed receipt, so that you know exactly for what items you are paying. We accept most credit cards, cash, personal cheques with a valid guarantee card and business cheques presented at least 24 hours in advance of your meeting. Please note that we do not offer a credit facility and all bookings must be paid for either on or before the day of the booking. Unauthorised credit will be charged at a standard rate of £10 per day.

3. Can I change the number of guests attending the meeting or event?

No problem, as long as you give us adequate notice of any variation to your reservation. Please note however that our cancellation policy will apply if the number of guests or the cost of the event decreases significantly (i.e. by more than 10%) or if the Hotel does not receive adequate notice of the change. In the event that you have additional guests, we will do our best to offer them the same service we offer to your other guests. Please note however that the price for your reservation may then be increased accordingly.

4. Can I cancel my reservation?

A cancellation of the event would result in a considerable loss for the Hotel. That is why we have set up the following cancellation policy:

If I cancel my cancellation charge will be:

between 6 and 5 weeks before the scheduled date of my event or meeting:	20% of the amount of my reservation
between 5 and 4 weeks before the scheduled date of my event or meeting:	35% of the amount of my reservation
between 4 and 3 weeks before the scheduled date of my event or meeting:	50% of the amount of my reservation
between 3 and 2 weeks before the scheduled date of my event or meeting:	75% of the amount of my reservation
less than 2 weeks before the scheduled date of my event or meeting:	100% of the amount of my reservation

5. Can you cancel my reservation even if I have made no change to my reservation?

Sometimes we are forced to cancel reservations. In the unlikely event that this should happen, we will immediately refund to you any advance payment you have made. We will however only cancel your reservation if any of the following events occurs:

- the hotel is closed due to fire, by order of a public authority or by any other cause outside our control;
- the hotel is sold to a third party;
- the reputation of the hotel could be damaged by the reservation or the reservation could disturb our other Hotel guests;
- the person or entity making the reservation is declared bankrupt or has become insolvent.

Once you have been refunded for the cancelled reservation, we will have no further liability regarding your reservation.

6. Can I make use of the hotel's equipment?

Of course you can. Simply contact a member of the team who will be pleased to provide you with most of the equipment you need for a successful meeting or event. You can also bring your own equipment into the Hotel, provided that it is not dangerous, hazardous or illegal, that you accept all liability for such equipment and that it is promptly removed when so asked by the hotel staff. It is however not permitted to bring food or beverages into the hotel, unless you have asked us for our consent. In the event that you wish to set up an exhibition at the hotel, we will ask you to provide us with your plans and materials, so that we can ensure that we have sufficient space. Exhibitions may be charged at a higher rate than the advertised rate for standard business meetings.

7. Who is liable if something goes wrong?

Our rule is: "You Break - You Pay". Consequently, we shall only be liable to you and to the persons attending your meeting for injury to persons or loss or damage to property where and to such extent that the cause of the injury, loss or damage is due to our gross negligence. Similarly, we shall hold you liable for any loss or damage to our property and for injury to persons including our staff and guests arising out of the negligence or misconduct of you or the attendants of your conference or event.

8. Can I use the hotel's logo in my invitations or advertisements?

We are always glad when our guests make reference to us. However, since our name and logos are important commercial assets and a symbol of our hospitality business, we would like to review all publications bearing our name or logos prior to any distribution.

Thank you for taking the time to read our terms and conditions. We have tried to keep them as simple and straight forward as possible. You now can confirm your reservation by signing this page below, and returning it to us with your booking form. Please note that we hold the right to release your reservation if we have not received this agreement, duly signed where indicated, by such date. Should you however have any further questions, then please do not hesitate to contact me or any other member of the Hotel staff. They will be glad to assist you.

I HAVE READ THE ABOVE TERMS & CONDITIONS, I UNDERSTAND THEM AND AGREE TO BE BOUND BY THEM

Company Name:	
Signatory name (Please print):	
Signature:	Date: