# **SAMPLE GROUP & FIT RATE AGREEMENT TERMS AND CONDITIONS**

*The following guidelines are generic and provided for indicative purposes only that may be included as part of a rates agreement.*

**General**

1. The above rates are net, on a per person sharing basis per night, inclusive of Vat of 9% (dinner) and full Irish breakfast. No additional service charge applies and gratuities are at guests discretion.
2. All rates are quoted in Euro.
3. Should the rate of VAT alter xxx reserves the right to adjust the rates accordingly.
4. **Children discounts:**- Under 4 year sharing adult accommodation free room only. Between 5-12 years 50% discount off rate sharing adults room. Children under the age of 12 yrs in separate accommodation less 33 1/3 %.
5. The above rates do not apply over xx Festival and xx events.
6. Amendments or cancellations must be notified in writing to the hotel.

**Group Terms:**

1. Guides and Drivers – one accommodated free with every 25 paying clients in the hotel subject to availability
2. Rooming lists are required 21 days in advance of group arrival. In the event of unsold rooms at this time the hotel will hold such rooms on request up to 14 days out. Final rooming list is required no later than 14 days in advance.
3. **Payment terms:** If you have already established credit facilities with the hotel the same terms will apply for xx Year unless the hotel notifies otherwise.

Credit terms can be organised on the completion of a credit application form and subject to approval by the hotel.

Where credit terms are provided and agreed all accounts will be due for payment within 30 days from the date of issue.

Otherwise **standard payment terms** are as follows:

* 10% booking deposit based on the total cost of booking required immediately on confirmation of the reservation in order to secure space.
* Balance of payment (90%) due with full rooming list 30 days prior to group arrival.

1. Attrition & cancellation policy for all group bookings is as follows:
   * Up to 45 days prior to arrival the group may be cancelled at no charge.
   * Up to 28 days prior to arrival 10% of the rooms may be cancelled at no charge.
   * Rooms cancelled between 28 – 14 days in advance will incur a 50% cancellation fee.
   * All rooms cancelled within 14 days prior to arrival will incur full cancellation charges for the duration of the stay unless otherwise agreed between the supplier and the hotel.
2. In all group circumstances, the xx hotel will endeavour to resell the rooms cancelled; this in turn will be deducted from the clients invoice.
3. In the event of a group “no show” accommodation will be charged in full for the duration of the groups stay.

**FIT**

1. FIT allocations may be agreed with the hotel and reviewed on a quarterly basis at which time **the** hotel reserves the right to retrieve or increase the referenced allocations.
2. Individual reservations cancellation policy

* 24 hours prior to arrival without penalty.
* Thereafter the first nights’ accommodation will be charged in full.

1. In the event of a “no show”, and where no explanation is forwarded within 24 hours the hotel reserves the right to charge for booked accommodation in full at the agreed rate.