



Dear Guest

I am pleased to confirm your bedroom reservation with us at Lane End Conference Centre for the night of Saturday 27 May 2017. The details of your reservation are confirmed by email, but please observe the following important information regarding your intended stay.

Room Rate: £80 per person per night. The price includes accommodation and breakfast for one person. Your credit card has been charged with the full amount to confirm the reservation.

Double Occupancy Supplement: If you selected double occupancy a supplement charge of £20 per room per night will be added to your room account ó payable on arrival.

Lunch, dinner, refreshments and meeting facilities for the event will be covered by the conference organisers.

Should you wish to charge any items to your room, we reserve the right to ask for a pre-authorisation of your credit card on arrival. A cash bar will be available during the event.

Cancellation Terms:

Within 8 weeks of the event ó 50%
Within 4 weeks of the event ó 80%
Within 2 weeks of the event ó 90%
Within 1 week of the event - £100%

Check-in: You may check into your room from 14.00.

Check-out: We respectfully request that you check out by no later than 10.00am. Late departures will incur a minimum charge of £15 for the first hour plus £8 for every thirty minutes after 11am.

Facilities: The en-suite bedrooms include fresh towels and toiletries, hair dryer, flatscreen TV and tea-and-coffee making facilities.

I trust the above information will meet with your approval. However if we can be of any further assistance please do contact me, or any member of the Reception Team.

We look forward to welcoming you to Lane End.

Yours sincerely

Louise Altin
Front of House Manager
01494 881171