



Dear Guest

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

Room Rate: £100.00 per room per night, including full English breakfast.

Your credit card has been charged with the full amount to confirm the reservation.

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 wedding reception.

The cancellation policy is 48 hours prior to arrival, which means that cancellations received within 48 hours of the intended stay will incur a full charge. Cancellations received more than 48 hours in advance will receive a full refund to the credit card used to make the original payment.

Check-in: You may check into your room from 2pm. However, if the room was not in use the night before then you can check in from 10am.

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.

Breakfast: Full English breakfast will be served between 8 and 10am.

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

We offer various leisure and fitness facilities here at Lane End Conference Centre, which you are welcome to use before and after the event.

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