



CONFIRMATION\CANCELLATION POLICY

CONFIRMATION & GUARANTEE

A deposit of one nights accommodation is required a minimum of Seven days out from check in date or credit card details provided at the time of reservation. Credit card details are only a guarantee of the reservation and charges will only be billed to the account in the event of a cancellation or no show charges being applicable. Company vouchers are acceptable with any charges for cancellation or no shows being the responsibility of the issuing company. *Pre-payment or payment on checkout until a business relationship has been established.

CANCELLATION POLICY

1. Cancellation with a minimum of Seven days notice of check in date – No charge.
2. Cancellation within seven days but outside of 48 hours of check in date – 50% of first nights accommodation will be charged.
3. Cancellation within 48 hours of check in date – first nights accommodation charge payable.
4. In the event of no cancellation and guest not arriving – up to full cost of reservation may be charged with minimum of first night being charged.

A CANCELLATION NUMBER WILL BE ISSUED WHEN CANCELLATION IS MADE AND MUST BE RETAINED FOR FUTURE REFERENCE.