



## College Court Bed and Breakfast Booking Form

Thanks for your interest in staying at College Court. The special rates for College Court are as follows;

### Bed and breakfast

En-suite standard room: £58 + VAT per room, per night

Suite or Executive room: £76 + VAT per room, per night

Double occupancy in either of the above room types is an additional **£21.00 + VAT per room, per night**

Unfortunately, we are currently unable to offer an evening meal service unless it is pre-booked for an event. However, our bar is open Monday - Friday from 5pm - 10pm. This is a card only service.

If you would like to make a booking, please could you fill in the following **for each room** and email back to [conferences@le.ac.uk](mailto:conferences@le.ac.uk), and then we can send you an invoice for pre-payment:

Name/s:	
Postal Address:	
Telephone Number:	
Room type:	
Occupancy:	
Check-in date:	
Check-out date:	

Booking reference:

Best Wishes,

The Conference Team

# Individual Bed and Breakfast Terms and Conditions

College Court Conference Centre and Hotel

## How to pay

Guests will be required to pay for their accommodation before arrival. An invoice will be sent to you along with a payment link. Credit cards payments cannot be taken over the phone.

## Useful information

- WiFi is available in all areas and is free of charge.
- Parking information can now be found on the [facilities & services](#) page. Complimentary parking is available for all hotel guests.
- Pets are not allowed.

## Check-in and check-out times

- Check-in from 14:00
- Check-out until 10:00

## Children

- Children of any age are allowed.
- Children up to and including 3 years old can stay for free.
- Children from 4 years old to 12 years old can stay for GBP 21.00 Inc. VAT per child per night.
- Minimum age for someone staying without a parent or guardian is 18
- No extra beds are available.

## Cancellation Policy

- The guest can cancel free of charge until 24 hours before arrival.
- The guest will be charged the total price of the reservation if they cancel within the 24 hours before arrival.
- If the guest does not show up, they will be charged the total price of the reservation.