



## Bed and Breakfast Booking Form

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

**En-suite Standard/Twin room:** £65 + VAT per room, per night

**Suite or Executive room:** £84 + VAT per room, per night

**Double occupancy** in either of the above room types is an additional £25.00 + 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 fill in the following for each room and email back to [conferences@le.ac.uk](mailto:conferences@le.ac.uk), we can then send you an invoice for pre-payment.

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

Best wishes,

**The Conference Team**



# Terms and Conditions

## Individual Bed and Breakfast

### 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.
- 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 check in, they will be charged the total price of the reservation.