

Training and Conference Centres Bed and Breakfast and Dining Prices 2008 – 09 For University Visitors and Staff

Bed and Breakfast					
Monday - Thursday		Excluding VAT		Including VAT	
Booking Lead Time	Occupancy	Radcliffe & Scarman	Arden	Radcliffe & Scarman	Arden
Any time up to Thursday prior to arrival	Single	£69.00	£59.00	£79.35	£67.85
Any time up to Thursday prior to arrival	Double/Twin	£84.00	£74.00	£96.60	£85.10
On or after the Thursday of the week prior to arrival	Single	£33.85	£33.85	£38.92	£38.92
On or after the Thursday of the week prior to arrival	Double/Twin	£48.85	£48.85	£56.18	£56.18
Friday - Sunday		Excluding VAT		Including VAT	
Booking Lead Time	Occupancy	Radcliffe & Scarman	Arden	Radcliffe & Scarman	Arden
Any time up to Thursday prior to arrival	Single	£55.00	£45.00	£63.25	£51.75
Any time up to Thursday prior to arrival	Double/Twin	£65.00	£55.00	£74.75	£63.25
On or after the Thursday of the week prior to arrival	Single	£33.85	£33.85	£38.92	£38.92
On or after the Thursday of the week prior to arrival	Double/Twin	£43.85	£43.85	£50.43	£50.43
Lunch and Dinner					
Lunch		£16.00		£18.40	
Dinner		£23.60		£27.14	

Bed and Breakfast booking – Terms and Conditions

- **Warwick Conferences may transfer bookings between centres or book out to local hotels at no additional cost**
- Warwick Conferences will endeavour to give at least 24 hours notice of any transfer by telephone call or e-mail. Taxis to hotels will be provided if required
- If booked as a group of any number below 6 and Warwick Conferences are transferring your booking to a local hotel, the entire group will be booked out
- These rates apply for staff members and visitors to the University not attending conferences, events or courses
- Rates charged to Cost Collectors are exempt from VAT
- VAT inclusive prices apply to all accounts not charged to Cost Collectors. Payment on departure
- Bookings for more than 6 rooms should be made through the Central Sales Office (ext. 23222)
- Bookings for 6 rooms or less can be made through Reception at each centre
- Bookings can be cancelled up to 24 hours prior to arrival. Full cancellation charges will apply after this period
- Verification of link to the University will be required at the time of booking - Contact name, role & department details will be requested
- If booked and confirmed using a cost collector, payment on departure can still be made but VAT will be applied
- These rates supersede all previously issued rates
- These rates are subject to availability

Lunch and Dinner Bookings – Terms and Conditions

- There will be no charge for cancellations of up to 8 persons provided that the centre is notified by telephone or e-mail prior to the commencement of service (12.30 pm for lunch or 7.00pm for dinner). This only applies to bookings for staff members and visitors to the University not attending conferences/events