



## Roch Castle Self Catering Bookings

For that once in a lifetime experience, Roch Castle combines historic venue, the best in luxury accommodation and an unforgettable location. Whether you are marking a birthday or anniversary, or you just want to gather the whole family together for some quality time, our 12<sup>th</sup> century castle

### Capacities for each venue:

Roch Castle	Maximum Capacity
Dining - Dining Room – one table banquet style or separate tables	16
Accommodation – double occupancy (three twin or six double beds)	12
Accommodation – single occupancy (three twin or six double beds)	9

### Exclusive event fee includes:

- All bedrooms, based on two guests sharing a double or twin bedroom
- All public area room hire
- Full use of bar and lounge facilities
- Set up of rooms

Prices below valid between April 1\* 2022 and March 31\* 2023.

Rates are per night, a two night minimum stay is required between November and March, and a three night minimum stay required between April and September.

*Please contact us with your dates so we can advise if it is a High, Mid or Low Season rate.*

HIGH SEASON	MID SEASON	LOW SEASON
Roch Castle - £1,680	Roch Castle - £1,560	Roch Castle - £1,440
May to September, bank and school holidays, festive season	April, May, October *Excluding Easter	November to March *Excluding the Festive Season

### Deposit and Prepayment

In order to confirm a provisional reservation, we require a 30% non-refundable deposit at the time of booking. Once this deposit has been received, your booking is confirmed by the company and recognises that you have agreed to our terms and conditions. Full prepayment is required in advance, six weeks prior to your arrival. Should you wish to pay amounts towards the balance periodically this is also acceptable.

Final details are required six weeks prior to your arrival.

Should there be an outstanding balance at the end of your stay this should be settled before you depart the venue or by providing us with debit/credit card details, enabling us to charge the balance.



## **Cancellation**

Should you have to cancel your booking, the initial deposit is non-refundable. Please see below for cancellation fees.

- More than 60 days 30% of booking costs
- 30 - 60 days 75% of booking costs
- Less than 30 days 100% of booking costs

## **Further Terms and Conditions**

### **Access**

As Roch Castle is an historical building, Retreats Group Ltd (operator of Roch Castle) reserve the right to access the venue on a daily basis to inspect the property and its' contents. On some occasions the venue will have a Night Porter on duty from 7.30pm to 7.30am. On some occasions our Maintenance and Grounds Team may need to work in the buildings and gardens.

### **Accessibility**

Roch Castle is not suitable for guests with walking difficulties

### **Accommodation**

All luxury en-suite bedrooms are furnished to the 5 star Guest Accommodation standard. Facilities include telephone, Wi-Fi, radio, TV tea making facilities and coffee maker, towels, robes and slippers, iron and ironing board, mini fridge, hairdryer and luxury bathroom amenities.

All bedrooms must be booked for each night of your stay.

**Single gender groups including Hen and Stag parties will not be accepted.**

### **Amenities**

One set of teas bags, coffee pods, drinking chocolate, sugar, milk are provided on arrival in each room. Guests are required to provide their own for the rest of their stay.

### **Check in/out times**

Check-in time is strictly from 4pm and check-out time is by 10am. A £100 per hour, per room charges will apply for late check-outs as we trust you will understand that we have limited time to prepare Roch Castle for the next group of guests.

### **Covid-19**

All bookings are subject to our Covid-19 prevention procedures. All guests must adhere to our Covid Guest Charter, which is subject to change at any time.



### **Fireworks**

Fireworks are not permitted at any time.

### **Honesty Bar**

We are able to remove our stock from the Honesty Bar located in the Sun Room, in order to provide guests with fridge space. We have a wine fridge that can hold a maximum of 25 bottles, and a small domestic fridge for other drinks.

### **Information Required**

In order to confirm your booking we require the information requested in the attached Booking Form.

### **Linen**

One set of sheets, pillow cases, duvet covers, slippers, robes and towels are provided for the whole length of the stay up to 7 days. If longer than 7 days, a linen change will be provided half way through the length of the stay.

### **Luggage**

Due to the spiral staircases in Roch Castle, we recommend smaller bags of luggage, for easier access to all bedrooms.

### **Maximum Numbers of Guests**

Our maximum numbers of guests are listed above. This number must be adhered to as we cannot contravene fire regulations and health and safety guidelines.

### **Music/Entertainment**

Any live music or entertainment must be acoustic only.

### **Noise Policy**

To respect our neighbours, including close by farms and their animals, we require guests to keep noise levels to a low level at Roch Castle.

### **No Smoking Policy**

Roch Castle and the grounds of all is a **strictly non-smoking venue**.

### **Parking**

Parking is available for up to 6 cars at Roch Castle (one per room).

One Tesla and one universal charger is available for electric vehicles. (Nissan Leaf's do not connect to the universal charger).



**Pets**

Roch Castle is an hypo-allergenic venues, therefore we are **unable to accept pets.**

**Your Property**

The Management of Roch Castle will not accept liability in respect of any loss or damage to articles brought into the property, including vehicles parked within the grounds.

**Venue**

The organiser is responsible for the conduct of your guests whilst on hotel premises. You will also be held liable for any wilful damage to hotel property and contents. Roch Castle reserves the right to refuse admission.

Signed .....

Print Name .....

Date .....