#### Lancaster Hotel Terms & Conditions

#### Definitions:

The 'Lancaster Hotel', "The University" or 'We' and 'us' means Brunel University London whose registered office is Kingston Lane, Uxbridge, Middlesex, UB8 3PH. The 'Client' and 'You' mean the organizing body/company/person responsible for booking of and payment for the accommodation/event.

The 'Contract' means written agreement between the 'University' and the 'Client' for a specific booking or series of bookings. These 'Terms & Conditions' will form part of the Contract together with any other Terms stated in the Contract.

## 1. Your Booking

1. You cannot transfer or resell your booking (in whole or in part). If you transfer or resell (or attempt to transfer or resell) then the Lancaster Hotel will terminate your booking and retain any money paid to us for such booking. We may also refuse to take any further booking from you in the future. In making a Lancaster Hotel room booking you agree to not use the hotel or its facilities to conduct any commercial activity or activity that seeks to gain profit without prior written consent from us. The Lancaster Hotel reserves the right to terminate your booking and retain any money paid to us

## 3. Check-in and check-out

- 1. You can check-in from 2pm on the scheduled date of arrival. If you wish to check-in earlier, you can do so by requesting an early check-in at the time of booking or directly at the hotel. These services are subject to availability.
- 2. You must check-out before 11am on the scheduled date of departure. If you wish to check-out later then you can do so by buying a late check-out extra at the time of booking. If you fail to check-out by the stipulated time, we will make an additional charge equivalent to the rate at that time, for one night's stay for the applicable room(s).

#### 4. Rooms

1. Maximum occupancy for rooms is:

# 10. General

Whilst Brunel University London has taken reasonable steps to ensure that information contained within its brochures, tariffs, leaflets, website and other advertisement materials is accurate, it