

Booking Terms and Conditions

All telephone bookings will be regarded as provisional and must be confirmed in writing using the booking form. New clients are required to provide a letter of authorisation on their company's headed paper including the VAT registration number and/or charity number. Charity rates cannot be granted without the charity number being provided in this manner.

Please fax your booking form to 01388 627232, or email conference@themorritt.co.uk or post to the:
Conference Team
The Morritt
Greta Bridge
Nr Barnard Castle
County Durham
DL12 9SE

Written confirmation using the booking form will be taken as acceptance of these terms and conditions.

Terms and conditions

The Organisation and/or individual in whose name the booking is made, unless otherwise stated, will be considered the Hirer, and shall be jointly and severally liable in respect of the booking. All the Hirer's requirements should be detailed on the booking form at the time of booking. The Hirer shall notify The Morritt of any changes to the requirements detailed on the booking form, in writing, not less than three working days (Monday to Friday) before the event. On receipt of the booking form The Morritt will confirm the booking in writing including confirmation of the charges incurred by the Hirer.

Provisional bookings

Provisional bookings will be entered on the diary and held for two weeks. At the end of this time written confirmation is required in order to retain the booking. If no confirmation is received the booking will be deleted from the diary automatically. On confirmation of the booking the cancellation policy will apply. does not accept liability for any losses incurred due to the cancellation of provisional bookings in compliance with this policy.

Catering service

In House Catering has sole rights to supply catering services. Please note that it is our policy that food left over from any function cannot be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995. Final Numbers are required no later than 7 workings day prior to the event.

Corkage

The Clients or delegates may bring no wines, spirits or food into the Hotel for consumption on the premises, without prior written agreement and payment of corkage to The Morritt. This includes such items, which are given away as prizes.

Cancellations

In the event that the Hirer cancels a confirmed booking, the following charges will be applied:

Less than two months notice 25% of room hire,

Less than 28 days notice 50% of room hire,

Less than 14 days notice 75% of room hire,

Less than five working days notice 100% of room hire and catering charges

Notification of cancellations should be made in writing and will be effective on the date received by the Morritt.

The Morritt Arms Hotel reserves the right to cancel the booking if the holding of the function is prevented by reason of circumstances beyond the control of The Morritt Arms Hotel

Payments

Payment for all invoices is required no later than 14 days following the event. An authorising signature is required on the invoice before departure.

Payments can be made in cash, Bank transfer, Debit card or by cheque. All cheques should be made out to The Morrith.

Should you wish to pay the balance by Credit Card a surcharge of 2.5% will be added to Invoice Total Amount. Please note – we do not accept American Express (we do accept Corporate) or Diners.

Interest

Interest on overdue invoices shall accrue from the date when payment becomes due from the day to day until the date of payment, at a rate of 4% above Royal Bank of Scotland Base Rate from time to time in force and shall accrue at such a rate after, as well as before any judgement.

VAT

All prices quoted include standard rate of Value Added Tax as issued by the government.

Health and Safety

The Hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation. Information regarding emergency procedures and First Aid arrangements is available from Reception. The capacities of each room are given in The Morrith brochure and on this website in the Rooms section and may not be exceeded for safety reasons. The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.

Equipment

All equipment supplied by the Client must have a current portable appliance test certificate.

Third party personal insurance and liability

The Morrith shall not be responsible for any loss or damage to property arising out of the holding of a function or any injury which may be incurred by any persons during the holding of a function arising from any cause whatsoever. Nor shall The Morrith be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or act of God which may cause The Morrith premises to be temporarily closed or the function interrupted.

Cloaks and personal property

The Morrith does not accept responsibility for the property of customers or guests. A cloak area is provided for the convenience of guests but any goods deposited are left at the owner's risk and without any liability on the part of The Morrith.

Data Protection Act

Any information supplied to The Morrith is held in accordance with the Data Protection Act 1998 and may be used by The Morrith to keep you informed of special offers and promotions we believe may be of interest to you. We do not disclose personal information to any other organisation.

Damage

The Morrith is a Grade II* Listed building. The client is responsible to The Morrith for the cost to make good any damages to any fixtures, furniture, buildings, outside areas or employees of The Morrith caused by themselves, their guests, agents, employees (this list is not restricted to those persons mentioned). It is advised that The Morrith will take whatever action it considers necessary to protect its property, contents, employees and/or agents if it considers that they are threatened in any way by the action of the client, its guests, entertainers, suppliers or contractors. It is emphasised that The Morrith will not accept any liability for any loss or damage that the client may suffer under these circumstances.

Accommodation

All bedrooms are available from 3.00pm on the day of arrival and are to be vacated by 11.00am on the day of departure.