



ST
COLUMBA
HOTEL
ISLE OF IONA

Group Bookings Deposit and Payment Policy

We welcome group bookings at the St. Columba Hotel. The Isle of Iona is very popular with groups and bookings are being made well in advance. In order to be fair to everyone, and to protect ourselves, we have found it necessary to have a rigid group booking payment policy. This policy is laid out below. You should feel free to contact us if there is any need for clarification.

Please note that group bookings will not be accepted without a signed copy of this form and the initial payment.

Group Deposit and Payment Policy

Initial payment due to confirm the booking:

- 25 people or less: £100 per night up to a maximum of £500
- More than 25 people: £100 per night

This payment is non-refundable and non-transferable

First deposit, to be paid 9 months before arrival:

- £15 per person, per night

This deposit is also non-refundable and non-transferable. Should the group numbers decrease after this, the deposit which was calculated on the original numbers is non refundable and cannot be offset against the revised invoice.

Second deposit, to be paid 6 months before arrival:

- £25 per person, per night

If places are cancelled more than eight weeks prior to arrival date, this deposit will be refunded if we successfully re-let the rooms.

If places are cancelled within eight weeks prior to the arrival date an empty bed night fee of £45 per bed / per night will be charged unless we can re-let the rooms.

Final balance is due on departure.

We recommend that you take out travel insurance in order to cover your costs for any unforeseen events.

I have read and agree to these terms and conditions.

Signature..... Date.....

For and on behalf of.....

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