



Terms and Conditions

1. **Accommodation:** room prices may be subject to seasonal variations or changes without prior notice. All prices include VAT and service. Current rates are:
 - a. **Single Room** - £65/night
 - b. **Double/Twin Room** - £85/night
 - c. **Family Room (3 people)** - £110/night
 - d. **Double Executive Suite** - £95/night
 - e. **Executive Suite (3 people)** - £125/night
 - f. **Executive Suite (4 people)** - £155/night

Disabled parking, wheelchair access and limited mobility accommodation are available on the ground floor. Guests must specify their requirements at the time of booking.
2. **Breakfasts:** all room tariffs include a cooked or continental breakfast. Special dietary requirements need to be booked in advance.
3. **Booking:**
 - a. **Deposits:** a non-refundable deposit of 50% of the total cost of your stay is required to secure a booking. We accept all major credit and debit cards. Company cheques will only be accepted by prior arrangement. Personal cheques will be accepted up to the amount of the guarantee card.
 - b. **Cancellations:** if you wish to cancel your booking the following policy applies;

Cancellations more than 48 hours prior to arrival – full refund.
Cancellations less than 48 hours prior to arrival – loss of deposit.
4. **Registration:** guests are required to complete a Registration form on arrival. Personal details will not be passed to 3rd parties.
5. **Parking:** off – road parking is available for guests. However, The Port House will not be liable for any losses or damage caused to parked vehicles.
6. **Access Times:** you will have access to the accommodation from 3.00pm on the date of arrival. Guests are requested to vacate their rooms by 10.00am on the date of departure. The Port House reserves the right to charge guests for an extra night if they fail to vacate their rooms by this time. Front door and room keys will be provided allowing free access during your stay. We do ask that our neighbours' rights are respected if arriving or leaving at unsociable times.
7. **Smoking:** please note that The Port House operates a no-smoking policy; however, we do provide smoking facilities externally. Guests must not smoke in any rooms or interfere with fire detection equipment.