



**Mailing Address:** Lido Complex: P. O. Box HM 994, Hamilton HM DX, Bermuda

**Physical Address:** Lido Complex, Elbow Beach Sea Terrace, 60 South Road, Paget PG 04, Bermuda

**Tel:** (441) 236-9884 or 441-279-2062 (direct)

**Fax:** (441) 236-1473

**E-mail:** sales@lido.bm

## Reservation Confirmation

Please review the information given below, sign this agreement and return it with the deposit payment to confirm your booking.

### RESERVATION DETAILS:

ClientName: \_\_\_\_\_

Organization if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time of Function: Start \_\_\_\_\_ Finish \_\_\_\_\_

Location: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Buy Out/Private Room Fee \_\_\_\_\_

Additional Notes: \_\_\_\_\_

### FORM OF PAYMENT:

**Deposit To Be Paid: \$** \_\_\_\_\_

- Credit Card – Type MC  VISA  AMEX  Number \_\_\_\_\_ Exp \_\_\_\_\_/\_\_\_\_\_
- Corporate Cheque Only (if making the final payment by corporate cheque, this must be received in hand by 20 business days prior to date of function please fax/email a copy)
- Government Purchase Order Number \_\_\_\_\_ (Please attach or fax/email a copy)

### DISCLAIMER:

- I confirm responsibility for any damages incurred to the premises, or any other area of the resort by the host, their guests, independent contractors or other agents that are under the client's control.
- I confirm that I shall indemnify and hold blameless Lido Complex for any injury suffered by my guests or me, except in the instance where negligence is recognized to be have been caused by a member of the Lido staff.
- Lido takes no responsibility for personal items or decorative elements that are left on the premises before or during a function. We do not allow items to be left on premises after an event for collection.

### AGREEMENT:

I confirm that the above information is accurate. I agree that any balance can be charged to the credit card provider and I am aware that cancellation may result in the loss of monies paid.\*\*

**We require a credit card on file for ALL events, except those covered by a local PO number, even if paying by corporate cheque**

Signed: \_\_\_\_\_ Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

### **\*\*FEE, DEPOSIT & CANCELLATION POLICY**

- To secure a booking:**  We require a non refundable deposit of \$1000 for events of under 50 people  
 We require a non refundable deposit of \$1500 for events of over 50 people
- Cancellations:**
- Up to one month before the event, 50 % of all monies paid will be refunded over the initial booking deposit.
  - Less than one month before the event, all the monies paid to date will be forfeited.
  - A cancellation deemed an "Act of God" by management, full refund over the initial booking deposit.
- Pricing:** Prices and minimums quoted apply to food and beverage only and do not include labour rates, rentals, entertainment etc.  
 17% service charge and 1% planning/admin fee is levied on all group functions
- Service charges:** 17% service charge and 1% planning/admin fee is levied on all group functions
- Late Night:** All parties that continue after midnight or your end time above (whichever is earlier) will incur additional charges.
- Further payments:** Deadlines for further payments if applicable to your booking are outlined in the guidelines and policies document
- Credit Card payments:** Credit card provided must have an expiration date after the date of the event
- Final Payment:** Must be made in full in advance unless otherwise arranged with the Lido Complex Sales Manager in advance.

**March 2010**