

CONFERENCE & MEETINGS TERMS AND CONDITIONS

PAYMENTS

The total amount will be invoiced immediately after the event and payment requested within 14 days.

BOOKINGS

Must be confirmed by the client and final numbers submitted 7 days before the event together **with any special dietary requirements**. The minimum number of people invoiced will be 12. Additions before or on the day will be charged for.

CANCELLATIONS

Within 7 days of the event will be liable to either 25% of the total invoice or £200 whichever is lower.

Cancellations on the day or without notice will be liable to 50% of the total invoice.

TIMINGS

Your conference/meeting will be held within the hours specified on the contract. Overtime will be subject to additional fees.

HEALTH & SAFETY

No fire drills will be scheduled during your visit - should you hear the fire alarm evacuate immediately by the nearest fire exit. Your delegates should gather at the assembly point described on your sheet in your room.

ILLNESS

Should any member of your group fall ill during your visit and require first aid please inform your dedicated member of staff or the general office opposite the parade ring.

PARKING

Your delegates must be sure to park in the **CONFERENCE & EVENTS CAR PARK** which is on the right as you come to the end of our main drive – if they park elsewhere they will be asked to move their vehicle.

HOW TO FIND US:

From the North

Newton Abbot is served by an extensive motorway network. Well signposted, the racecourse is just a short drive from Exeter and the M5. Delegates should follow the A380 towards Torquay after leaving the M5 at Junction 31. There is ample free parking available.

From Plymouth and Cornwall

Delegates should leave the A38 at the junction signposted Newton Abbot, following the A383 until the main roundabout on the outskirts of the town. Take the first exit for the A381, signposted to the Racecourse and Kingsteignton. There is ample free parking available.

By Rail

Newton Abbot has its own railway station within a three quarters of a mile level walk to the course. Newton Abbot is on the mainline from London Paddington.

NEWTON ABBOT RACECOURSE

Newton Road Newton Abbot Devon TQ12 3AF

Tel: 01626 353235

