

# Tudor Oaks Lodge

## Hotel reservation

To make a reservation please complete form and return to hotel reception. Please complete in BLOCK letters. To guarantee your booking you must pay a deposit of £50 prior to your stay which you will then get back after your stay.

### Participant

Name: .....

D.O.B:.....

Institution/ company: .....

Email:.....

Contact number:.....

Arrival date and time: .....Departure date and time:.....

Special requests.....

Accompanying guests name:.....

:.....

:.....

### ROOM- Please tick the convenient room type:

Single Room

Double room

Wedding suite

### Type of payment:

Cash

Card

Card Details:

Card type:.....Card number:.....

Expiration Date:.....Card Holder:.....

**Policy statement:**

Tudor Oaks Lodge needs to collect personal information to effectively carry out our everyday business functions and activities and to provide the products and services defined by our business type. Such data is collected from employees, customers, suppliers and clients and includes (but is not limited to), name, address, email address, date of birth, IP address, identification numbers, private and confidential information, sensitive information and bank/credit card details.

In addition, we may be required to collect and use certain types of personal information to comply with the requirements of the law and/or regulations, however we are committed to processing all personal information in accordance with the **General Data Protection Regulation (GDPR), UK data protection laws** and any other relevant the data protection laws and codes of conduct (herein collectively referred to as **"the data protection laws"**)

Date:.....Signed:.....

**BOOKING/PAYMENT INFORMATION:**

**On receipt of your reservation form your booking will be reconfirmed.**

- Cancellation made 15 days or more in advance of arrival date = Full deposit refund
- Cancellation made 14 days or less of arrival date = 50% of deposit refund
- Cancellation made 48hrs or less of arrival date = No refund issued, full amount of booking due.

- Confirmed by the hotel

Date:.....Signed:.....