



The place for making things happen



Terms & Conditions

It is a great honor to organize your event at the Avila Beach Hotel. Our staff is at your service and dedicated to create an unforgettable experience that is uniquely yours. However, please find below a list of terms and conditions which are applicable to your event.

Provisional bookings

All telephone and e-mail bookings will be regarded as tentative and must be confirmed in writing. Reservations will be made on a first-come basis. Provisional bookings will be processed and held free of charge for a maximum of two weeks. Within this timeframe written confirmation is required in order to retain the booking. If no confirmation is received the booking will be cancelled.

Information deadline

Number of persons

Please note that you are required to inform us about the final amount of persons attending the event no later than one week prior to your event. The final number of

persons confirmed is the amount that we will prepare and charge for, despite the amount that actually attends in case there are less attendents.

Food & Beverage choices

Avila Beach Hotel would like to be informed about the final food and beverage choices. **The latest time to inform us about the food and beverage choices is 1 week prior to your event date.** Failure to comply with this could result in not being able to deliver the requested items. **For events within the same week at least two days prior.**

Set-up

In order to make sure the event location is set up in time, we kindly ask you to inform us about the set up requirements upon confirmation. **Changes should be passed on no later than two working days (Monday to Friday) before the event.**

A/V equipment

We kindly request confirmation of all **A/V equipment at**

least one-week prior to the actual date of the event(s).

Minimum of persons for food and beverage

It is necessary to state a minimum number of people attending your event(s).

Should your amount of attendees as stated in your signed quotation increase within 5 work days prior to the event, the Avila Beach Hotel reserves the right to make Food & Beverage adjustments accordingly, to ensure the expected quality and service.

On the other hand, should your amount of attendees stated in your signed quotation decrease and be lower than expected within 5 work days prior to the event, the Avila Beach Hotel reserves the right to charge the full amount stated in your signed quotation.

- Parties consisting of a maximum of 10 persons may order an 'a la carte' lunch or dinner in one of our restaurants.
- Parties of between 10 and 15 persons, who prefer to lunch or dine 'a la carte', will have the opportunity to