HOTELLI
KORPILAMPI

Common Terms and Conditions for group reservations at Hotel Korpilampi

To guarantee that your event at Hotel Korpilampi succeeds the best possible way,
the following terms and conditions apply, unless otherwise agreed.

Reservations:
A preliminary reservation is always made along with an offer, and it is to be confirmed by due date indicated on the offer. Offers and confirmations will always be sent in writing.

Conference, Meeting Package and Hotel Room reservations:
The offered rates and reservations are valid for the number of participants indicated by the client. If the number of participants changes, Hotel Korpilampi reserves the right to appoint another conference room and to reassess the prices of the offered services. If the client wants to keep the original conference room, a supplement room rental will be charged according to the valid price list.

The price of the meeting package is always the total rate including all the services agreed in advance. It will be charged as a unit, regardless of if for example all participants have not taken part in all meals

Confirmation of number of participants:
The client is obliged to inform the hotel about any significant changes in the number of participants. If the number of participants in a confirmed reservation changes significantly, Hotel Korpilampi is entitled to charge the cancellation fees mentioned below, in accordance with the timelines provided.

The number of participants is to be confirmed latest two (2) weeks prior the event.
After this date we permit at most a 10 % decrease before the confirmation of final number of participants which is to be confirmed latest three (3) working days prior the start of the event.

Hotel Korpilampi will charge the event in accordance with the final number of confirmed participants, or in accordance with the actual number of participants if the final number of confirmed participants has been exceeded.

Preparation of the Event:
We require the following information latest two (2) weeks prior the event:
- the final number of participants
- needed number of hotel rooms, rooming list with room shares
- meeting schedule, chosen dinner menus and possible special diets
- required meeting equipment, table formation in the meeting room
- name and contact information of the host
- other possible requirements
- complete invoicing address and information regarding invoicing

Accommodation reservations:
The rooms are available at 15.00 the latest on arrival day.
The checkout time is at 12.00 on departure day if not otherwise agreed in.

Responsibilities of the Subscriber:
The client is engaged to protect the reserved/used facilities and furniture from any damages. The client is responsible on any damages the client's own equipment, staff, performers or participants may cause to property or furniture.

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Special arrangements:
If the event requires any special permits, activities other than provided by the hotel, special decoration or additional technical equipment, the client will be in responsible for the possible extra charges.

Terms of payment:
The rooms and other services will be charged on one main invoice.
Payment will be made by agreement by preliminary invoice two (2) weeks prior the event, or at the hotel reception in cash or by debit or credit card or by invoicing after the event
Invoicing must always be agreed in advance.

Cancellation policy:
If confirmed reservation are cancelled or changed, the following terms and conditions will apply.
The cancellation fees will be charged according to the originally confirmed reservation.

Cancellation of a confirmed reservation must always be done in writing, after which you will receive written confirmation of the cancellation from Hotel Korpilampi.

	Allowed cancellation without charge	**Cancellation fee**
20 persons or less or max. 10 room nights		
14 days prior		Cancellation free of charge
13 - 0 days prior		100 % of the confirmed total
21 - 50 persons or 11 – 25 room nights		
30 days prior		Cancellation free of charge
29 - 15 days prior	25 %	75 % of the confirmed amount
14 - 0 days prior		100 % of the confirmed amount
51 - 100 persons or 25 – 50 room nights		
Cancellation free of charge		45 days prior event
44 - 31 days prior	50 %	50 % of the confirmed amount
30 - 15 days prior	25 %	75 % of the confirmed amount
14 - 0 days prior		100 % of the confirmed amount
101 - 200 persons or 51 – 75 room nights		
Cancellation free of charge		90 days prior event
89 - 46 days prior	50%	50 % of the confirmed amount
45 - 15 days prior	25 %	75 % of the confirmed amount
14 - 0 days prior		100 % of the confirmed amount
200 or more persons or 76 – 150 room nights		
120 days prior event		Cancellation free of charge
119 - 61 days prior	50 %	50 % of the confirmed amount
60 - 15 days prior	25 %	75 % of the confirmed amount
14 - 0 prior		100 % of the confirmed amount

These terms and conditions apply only to products and services supplied by Hotel Korpilampi.
Any possible third party apply their own terms and conditions.
Our sales department helps You with any further questions concerning your event.

Warm welcome to Hotel Korpilampi!