



## HOTEL SØMA

### **Cancellation policy for groups of 7 or more people.**

1. Any booking can be cancelled free of charge until 9 weeks before arrival. The cancellation must be received before 4 pm on the last day of rightful withdrawal. By cancellation we mean any form of cancellation, reduction, shortening, re-location, or other essential change in relation to the initial order. Any cancellation must be given in writing (E-mail or letter).
2. In the case of late cancellations a fee is charged based on the agreed price on rooms and meals. The fee is determined by the following rules:  
  
Cancellation less than 9 weeks prior to arrival results in a 25% fee  
Cancellation less than 6 weeks prior to arrival results in a 50% fee  
Cancellation less than 2 weeks prior to arrival results in a 75% fee  
Cancellation less than 1 week prior to arrival results in a 100% fee
3. If the number of participants is reduced, a compensation-fee is charged based on the following principles:  
  
If the number of participants is reduced more than 2 weeks prior to arrival, a 50% fee is charged.  
  
If the number of participants is reduced less than two weeks before arrival, a 100% fee is charged.
4. Regarding special services, a 100% compensation is charged. By "special services" is understood all services that are arranged separately by the hotel for a specific event, and involve an extra expense for the hotel. The size of the compensation is reduced pro rata if the service is disposed to a third part under ordinary circumstances.
5. In case of delays or cancellations that are due to immediate traffic problems prior to arrival, the provisions under section 2 can be reconsidered.
6. The organizer must send an exact time schedule for all meals and other provisions no later than 2 weeks prior to arrival.
7. Rooms: A list of all staying guests must be provided no later than 4 weeks before arrival.
8. Deviations from this cancellation policy must be agreed upon by the two parts in writing.
9. Payment by ordering unless other conditions are agreed.