Invoice: group master account

INVOICE # SVH-GA-26-0419

ISSUED 16 Oct 2026

DUE DATE 15 Nov 2026

FROM
Stray View Hotel Ltd
Olivia Barnes
+44 1423 496 210
events@strayview.example
West Park, Harrogate HG1 1LB
VAT: GB 285 4471 08

BILL TO
Kingfisher Analytics Ltd
Sophie Clarke
+44 113 496 0827
sophie.clarke@kingfisheranalytics.example
1 Wellington Place, Leeds LS1 4AP
Group: Leadership offsite, 13–15 Oct 2026

GROUP	STAY	CONTRACT	TERMS
Kingfisher Analytics leadership offsite, 24 delegates	Arrive 13 Oct, depart 15 Oct 2026	SVH-C-26-0388, signed 1 Jul 2026	30 days

#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Accommodation					
1	**Superior double, single occupancy, bed and breakfast** Code: ACC-SUP Rooms: 24 rooms, nights of 13 and 14 Oct	48 room-nights	£145.00	–	20%	£8,352.00
2	**Suite upgrade supplement** Code: ACC-STE Guest: M. Okonkwo, CEO	2 nights	£75.00	–	20%	£180.00
3	**Late check-out, 2 pm** Code: ACC-LCO	3 rooms	£30.00	–	20%	£108.00
					Subtotal: Accommodation	**£8,640.00**

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#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Conference					
4	**Day delegate rate** Code: CON-DDR Nidd Suite, projector and screen, flip charts, three refreshment breaks and a working lunch. 24 delegates on 14 and 15 Oct.	48 delegate-days	£62.00	–	20%	£3,571.20
5	**Breakout room** Code: CON-BRK	2 days	£220.00	–	20%	£528.00
				Subtotal: Conference		**£4,099.20**
	Food, drink and parking					
6	**Private dinner, three courses** Code: FB-DIN When: 13 Oct, Library Room	24 covers	£48.00	–	20%	£1,382.40
7	**Drinks reception** Code: FB-REC	24 guests	£18.00	–	20%	£518.40
8	**Bar account, 14 Oct** Code: FB-BAR Charged to the master account as agreed; itemised bar receipts attached.	1 account	£486.40	–	20%	£583.68
9	**Car parking** Code: PRK	12 car-nights	£15.00	–	20%	£216.00
				Subtotal: Food, drink and parking		**£2,700.48**

Subtotal	£12,866.40
VAT 20%	£2,573.28
Total, VAT included	**£15,439.68**

Balance to pay

ITEM	DATE	AMOUNT
Total, VAT included	16 Oct 2026	£15,439.68
Less deposit received	1 Jul 2026	−£4,000.00
Balance to pay	By 15 Nov 2026	£11,439.68

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Charges to guests' own bills

As agreed in the contract, these were paid by the guests at check-out and are not on this invoice.

CHARGE	GUESTS
Room service and minibar	7
Spa treatments	4
Bar charges outside 14 Oct	11

How to pay

Please pay £11,439.68 by 15 Nov 2026, quoting SVH-GA-26-0419.

ACCOUNT NAME
Stray View Hotel Ltd

ACCOUNT NUMBER
73104458

BANK
Northern Counties Bank

CARD
By phone, no surcharge

SORT CODE
20-44-91

REFERENCE
SVH-GA-26-0419

Terms

1. Payment

1.1 The balance is due 30 days from the invoice date, as set out in the group contract.

2. Attrition

2.1 The contract allowed a 10% reduction in rooms without charge. All 24 rooms were used, so no attrition charge applies.

3. Queries

3.1 Itemised folios for every room are available on request. Please raise any query within 14 days.

Thank you

Thank you for bringing your leadership team to Harrogate. We have held the same rooms and the Nidd Suite provisionally for October 2027 until 31 December, should you wish to return.

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