

**Wedding Receptions - Terms and Conditions**  
**Reservations and Payment**

1. All bookings must be confirmed with a non-refundable deposit of £500.00
2. A further deposit of £500 is required six months after booking the wedding (if wedding is booked less than six months – a deposit of £1000.00 required on booking)
3. Full and final payment is required 14 days prior to the event and final details for the wedding including numbers, menus and table plans must be given at this point.
4. All guest bedrooms that need to be booked are required to pay a deposit of £15.00 per person per night to confirm booking and only the allocated rooms for the wedding can be booked via the wedding Coordinator. Any further rooms required are on a request basis only and normally are required for a minimum of two nights.

**Confirmation By The Client**

1. Once confirmation and deposit has been received all such facilities, services, food and beverages reserved on your behalf will be subject to the terms and conditions of the contract.
2. Numbers must be advised to the Hotel at the time of written confirmation. Final timings, menus and any special dietary requirements etc must be confirmed at least 14 days prior to arrival.

**Cancellation**

1. Should you need to cancel or postpone your confirmed booking at any time prior to the event, we will make every effort to resell the facilities on your behalf. Any cancellation, postponements or partial cancellation should be advised as soon as possible verbally and then confirmed immediately in writing.

The company's cancellation policy is as follows:

- Over 52 weeks prior to the event No charges and your deposit will be refunded
- 38 – 52 weeks prior to the event Loss of deposit
- 12 – 38 weeks prior to the event 50% of all contracted charges
- 4 – 12 weeks prior to the event 75% of all contracted charges
- Less than 4 weeks prior to the event 90% of all contracted charges
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**General**

The Hotel reserves the right to approve externally arranged entertainment, services or activities that you arrange. The Hotel cannot accept liability for any resultant costs incurred.

Good night sleep policy - At midnight all music volume must be reduced by 25% as there are bedrooms above the function rooms. The Hotel cannot accept liability for any resultant costs incurred.

Should any of your guests fail to correct any aspects of poor behaviour or activities unacceptable to the Company or English Law, the Hotel reserves the right to ask them to leave the premises. Should this occur no monies will be refunded.

The cost of repairing any damage caused to the Hotel, it's property or grounds by any of your guests, must be reimbursed to the Hotel by the Client.

The hotel does not take responsibility for cards or presents given to the wedding couple.

No food, wines or spirits brought into the Hotel by the client or any of your guests may be consumed unless corkage is charged (wine only)

No Chinese Lanterns are allowed in the hotel grounds. The hotel will not be liable for any emergency repairs or unplanned remedial building works taking place during your event.

Prices quoted are inclusive of VAT at 20% unless otherwise specified.

Whilst the Company has taken all reasonable steps to ensure that the information contained in its brochures is accurate, it reserves the right to alter, withdraw or substitute any service, facility or amenity at any time without notice if necessary.

Should numbers reduce from original confirmation the hotel reserves the right to move function rooms, to accommodate the new size of the party.

This agreement shall be subject to English Law.

As a representative of :

Hotel Signature:

Date:

Date of wedding:

Client Signatures \_\_\_\_\_ (client/s)

**I herby accept the above terms and conditions**

Date:

Printed: