

WEDDING TERMS AND CONDITIONS

The below signatory agrees to the following terms and conditions:

1. All provisional bookings will be held for 14 days then automatically cancelled unless a signed copy of these terms and conditions is received along with a deposit of £100 which is **not refundable**.
2. Should you be forced to postpone your booked date, the original deposit paid to the hotel may be transferred to another date (subject to availability) within 3 months of the original date on condition that the hotel is successful in selling the original date. Only one transfer is permitted.
3. If a client cancels a confirmed reservation less than 12 months in advance, the hotel reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no less favourable terms.
Cancellations in advance between:
6 and 12 months – 20% of the total anticipated charges
3 and 6 months – 50% of the total anticipated charges
1 and 3 months – 75% of the total anticipated charges
Less than 30 days – 100% of the total anticipated charges
Anticipated revenue is the total estimated value of business based on, our cheapest 3 course menu and buffet 1, including VAT, based on numbers given by the client on confirmation. In all instances, notification of cancellation must be made in writing and will be effective on the date received by the hotel.
4. The full balance is to be paid no later than 28 days before your event.
5. Bedrooms on hold for functions will be released 2 months prior to the function if not confirmed in writing or by credit card.
6. VAT at standard rate is included in the price.
7. Prior consent of the hotel must be sought for any entertainment or service contracted for the function by the client. The hotel reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary action to correct. In the event of failure to comply with management requests, the hotel reserves the right to terminate the contract and stop the event without being liable for any refund or compensation.
8. The hotel cannot be held responsible for the quality of food if not served at the scheduled time due to late arrival.
9. No wine or other beverages or food may be brought into the hotel or grounds by the client or guests for consumption on the premises, unless pre-agreed by the hotel management.
10. The client will be responsible for any damage caused to the hotel by themselves, a subcontractor or their guests and shall pay for such damage or loss of business caused as a result.
11. Hotel reputation. At the absolute and unfettered discretion of the hotel any function may be cancelled by the hotel even if paid in full, if the hotel has reasonable grounds for believing that the holding of such function would prejudice the reputation, good name, or standing of the hotel.

Please sign below with appropriate deposit and confirm your booking.

We agree to the above Terms and Conditions as stated above.

Date of Wedding: _____

Estimated Numbers: _____ Day _____ Night

Signed by Bride or Groom: _____

Printed Name of Bride or Groom: _____

Amount of Deposit: _____

Date Deposit Paid: _____

Signed by Hotel: _____

Printed Name: _____

Date of Signature: _____