

## **Terms and Conditions**

### **How to Book**

Provisional bookings will be held for a maximum of 14 days only. After this period, we will require a signed copy of the booking form along with a non-refundable £500.00 deposit. A further £500.00 will be required in the January of the year you get married. This deposit will be credited against the final invoice but will not be refunded if the client cancels under any circumstance.

### **Payment**

Final numbers will be required 4 weeks before the date of your function and a pro-forma invoice will be sent at this time. This invoice is payable a fortnight prior to your reception and once this invoice is sent, we will not refund cancellations.

### **Cancellation Terms & Conditions**

If the cancellation takes place 2 to 6 months before the date of the reception, the deposit shall be kept and 25% of the estimated total cost, numbers agreed at the time of booking will be chargeable.

If the cancellation takes place less than 2 months before the date of the reception, the deposit shall be kept and 75% of the estimated total cost, numbers agreed at the time of booking will be chargeable.

### **General Information**

Room hire will be charged if minimum covers are not met or if evening food is not required.

The person hiring the facilities is responsible for any damage caused by themselves or their guests.

The management cannot be responsible for failing to perform their obligations in the event of damage, destruction or events beyond their control.

VAT is included in all quoted prices at 20 % and may be subject to adjustments should VAT rates change.

All information contained in the wedding brochure is correct at time of press but is subject to change without notice

Management have the right to insist on a minimum drink purchase for the main reception.

Special dietary menus can only be guaranteed with advance notification.

Postponement or change of date is at the discretion of the management.

Bar & Entertainment License until 12.00pm unless otherwise arranged.

Please ensure you relate to the price list for the year in which you get married.

### **Booking Advice – we encourage you to read & consider the following before confirming your wedding**

Please be sure of your decision before you confirm your date! We will allow you to extend your provisional booking provided we have no other enquiries for that date. Deposits are NON REFUNDABLE & whilst any wedding having to cancel for family reasons has our full sympathy, we must operate as a business. We will have lost a large booking which we are very unlikely to replace with another, even if you want to change your date you are still likely to lose your deposit.

With this in mind, we recommend that you consider insurance against having to cancel. This is a very affordable option and will protect you against the obvious reasons for cancelling, such as redundancy, illness or death of a family member. These insurance policies give you peace of mind that all your suppliers will be paid, and you will be able to rearrange when you become able again.

## Booking Form

Name 1<sup>st</sup> Person

Name 2<sup>nd</sup> Person

Address

  

Telephone Contact

Email Address

Date of Wedding

Time of Wedding

Place of Wedding Service

Time of Reception

Number of guests

Day:

Evening:

Special Requests

Deposit Paid

Cash:

Debit Card:

Bacs:

If you wish to pay by BACS please call on 01472 220666 to obtain our bank details.  
Please note that we will never email you with change of bank details.

I declare I have read & understood the terms & conditions of the booking

Signature

Date