

# ELM FARM COUNTRY HOUSE

LICENSED RESTAURANT \* BED & BREAKFAST \* DINNER \* AFTERNOON TEA  
SPECIAL OCCASIONS \* AIRPORT PARK AND STAY

Elm Farm Country House, Norwich Road, Horsham St Faith, Norfolk, UK, NR10 3HH  
Telephone: 01603 898 366 Email: info@elmfarmcountryhouse.co.uk

## WEDDING TERMS & CONDITIONS

1. A written confirmation and deposit of £200.00 will be required to confirm your wedding booking with us.
2. All bookings will be considered as provisional until the client has paid the deposit and signed the terms and conditions.
3. The terms and conditions must be returned by the client and received by the hotel within 14 days; if we do not receive it within the 14 days the hotel reserves the right to release the provisional booking and re-let the facilities.
4. The final numbers and menu choices are required one month prior to your wedding day.
5. Final timings, menu choices and special dietary requirements must be confirmed to the hotel one month prior to your wedding.
6. Total balance is required two weeks prior to your wedding day.
7. Children under 12 years will be charged at half of the adult menu price, or an alternative menu is available.
8. All prices are inclusive of VAT at the prevailing rate.
9. In the event of cancellation, written confirmation is required and all deposits paid are non-refundable.
10. All prices are subject to change until confirmed by the hotel's authorised signature.
11. Amendments to the guest numbers/arrangements must be confirmed to the hotel in writing.
12. If displays or equipment are to be used, the hotel's prior approval must be obtained. All activities must comply with statutory health and safety regulations. The hotel accepts no responsibility for the security, loss, destruction or damage to any items, regardless of cause.
13. Prior written approval is required from the hotel if you wish to fix items to walls, floors or ceilings.
14. The bedroom accommodation is available from 2pm on the day of arrival, and must be vacated by 10am on the morning of departure unless the hotel has agreed specific alternative arrangements.
15. The client must reimburse the costs of cleaning and repairing any damage caused to the hotel property, contents or grounds by any of your guests.
16. The client is responsible for ensuring any band, musician or contractor employed by them complies with statutory requirements, has relevant insurance and also conforms to the requirements of the hotel management to included sound level management.
17. No alcohol or food is to be brought into the hotel by the client unless it is as a gift to guests and in turn must not be consumed on the premises; written confirmation must be received from the hotel if you request to bring in your own wine and the relevant corkage paid.
18. In accordance with section 2(3) of the Hotel Properties Act 1958, the hotel accepts no responsibility to the client in respect of any such claim made against the client by any member of their guests/group in respect of loss or damage to their property.
19. Should any delegates/guests be unable to correct an aspect of poor behaviour or activities that are deemed offensive or unacceptable to the hotel, the hotel accepts the right to terminate their stay/function: if this should occur, no monies would be refunded to you. The manager's decision is final.
20. The hotel will not be liable for any failure to provide or delay in providing facilities, services, food or beverages as a result of events or matters outside of its control, including industrial action by either staff or contractors.
21. It is incumbent upon all organisers of events to ensure that all participating persons are aware of the above conditions.
22. We reserve the right to withdraw or change any rates or products without prior notice.
23. If your reception continues into the evening, a function room charge may be applicable. This charge is waived if a buffet or equivalent food order is purchased for all guests present.

Signed by the Client ..... Date .....

Signed on Behalf of the Hotel ..... Date.....