

Function Booking Terms and Conditions 2017-2021

- 1:** A written confirmation and minimum deposit of £400.00 will be required to confirm your wedding booking with us. Although this figure can be less or greater depending on the function.
- 2:** All bookings will be considered as provisional and not guaranteed until the client has paid the minimum deposit in full.
- 3:** Payment of the deposit constitutes full acceptance of terms and conditions. Full copies of which are available on request.
- 4:** The final numbers and menu choices are required at the latest one month prior to your wedding day.
- 5:** Final timings, menu choices and special dietary requirements must be confirmed to the hotel four weeks prior to your wedding.
- 6:** Total balance is required four weeks prior to your wedding day.
- 7:** Children under 12 years will be charged at a reduced rate of the adult menu price, or an alternative menu will be 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 deposits are paid.
- 11:** Amendments to the guest's numbers/arrangements must be confirmed to the hotel in writing.
- 12:** If displays or equipment are to be used, the hotels 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, furniture or ceilings.
- 14:** The bedroom accommodation is available from 4pm 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, repairing any damage caused to the hotel property, contents or grounds by any of your guests to amount seen fit by the manager.
- 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 or their guests unless it is as a gift to guests and in turn must not be consumed on the premises, written confirmation has to be received from the hotel if you request to bring in your own wine and the relevant corkage paid. Guests of the client found to have brought unauthorised food or alcohol into the venue will be removed at managements discretion and a minimum charge of £100 and up to a maximum of £1500 may be added to the clients account for lost revenue.
- 18:** In accordance with section 2(3) of the hotel properties act 1958, the hotel accepts not 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, for any reason 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 an additional function room charge may apply. This charge is waived if a buffet or equivalent food order is purchased for all guests present.
- 24:** Cancellation at any point from the time of booking will result in loss of deposit.
- 25:** Cancellation up to but not including, 12 calendar months prior to the date for the booking will result in loss of deposit.
- 26:** Cancellation between 12 and 6 calendar months to the booking will result in 50% of the booking required to be paid to the hotel immediately. Where there is insufficient information to determine this figure, then the hotel will use an average cost price of £3500.
- 27:** Cancellation of under 6 calendar months to the booking will result in 100% of the booking required to be paid immediately, where there is insufficient information to determine this figure then the hotel will use an average cost price of £3500.

- 28: Failure to pay any outstanding balance upon demand, will result in the hotel taking steps to recover said monies and continued failure to pay may result in court action which will affect any future credit.
- 29: It is the clients responsibility to ensure that any/all outside suppliers, sourced by the client are fully insured for the activity they are enlisted to complete and that all equipment meets the current standards in health and safety, any electrical equipment is fully PAT tested and in date. Any recorded music is of a licensed nature and only original material is used and that the user is fully licensed to play to a public audience. Any fees payable to outside governing bodies for any performance of music or entertainment booked by the client will lie with the client, and will remain payable for a period of one year after date of booking.
- 30: Package prices- all package deals that are offered by the hotel are subject to availability and at the discretion of the management, including any prices quoted. Additional guests over and above that quoted for any package deal will be charged at standard adult prices for all additional products and services.