

# **Wedding Terms & Conditions**

## **Confirmation**

Your booking will be confirmed once a written contract is signed and non-refundable deposit of £500.00 received.

## **Payments**

Six months before the date of the wedding a pro-forma invoice will be issued for 50% of the final total.

Full settlement is required 21 days prior to the date of the wedding.

Any additional costs must be settled on the day of the wedding.

Prices for weddings are subject to change without written notice – Customers can expect an average of 10% increase annually.

## **Guest Numbers**

The Hotel offer a wedding package which requires a minimum number of 50 guests dining and a maximum of 120.

Approximate numbers must be confirmed to the Hotel at the time of booking.

Your invoice will not reflect any change to a reduced guest list, additions can be considered if we can accommodate you.

## **Cancellations**

All cancellations and amendments to your booking date must be made in writing. All payments made up to the cancellation date are non-refundable.

Hotel Management have the right to terminate a contract at any time.

## **Sound Limiter**

In keeping with Environmental Health Legislation, the Georgian Hotel has a sound limiter installed within the Garden suite.

The system automatically monitors and limits the sound output, displaying green, amber and red LEDs giving the user warnings when exceeding the pre-set level before cutting the power. Bands or DJs bringing their own equipment to the premises must familiarise themselves with the system, ensuring they understand the visual display, the hotel management and staff take no responsibility if the sound cuts off.

## **Unauthorised Beverages**

Management hold a zero tolerance policy towards the consumption of alcoholic or non-alcoholic beverages on our premises that have not been purchased from the hotel bar.

Anyone found taking illegal substances shall be reported to the local police. Anyone found in breach of this policy will have their drink removed and will be asked to leave.

## **Parents and or guardians**

Are solely responsible for their children's behaviour and whereabouts' during an event or function. Small Children must remain seated during food service.

The Hotel and its staff are under no obligation to monitor or supervise them at any time.

Children should not be outside after 10pm.

## **Damages**

Any Damages to Hotel property will be reported and filed. Cost of damages will be deducted from credit card supplied.

## **Pricing Amendments**

The Hotel reserves the right to amend the prices upon written notice to the Client in order to reflect any change in cost beyond the reasonable control of the Hotel.

## **Hotel Residents**

The Hotel does not have a residents bar or a license to support the sale of alcohol after 12.30am, Therefore, residents are expected to vacate the bar after last orders.

**Personal or hired items**

The Hotel takes no responsibility for personal or hired items – such as DJ equipment, Table decorations etc.

DJ / Band must remove their equipment at the end of the function.

**Refusal of alcohol**

Conduct: You and other members of your group must conduct yourselves with courtesy and consideration towards the staff and other guests. Complaints about unacceptable conduct on the part of you or other members of your group constitute a breach of this agreement and taken extremely seriously.

Bar Staff have the right to refuse alcohol to any guest who is or appears to be excessively drunk or uses threatening or abusive behaviour towards staff, customers or other guests. We will also refuse to serve anyone who purchases or attempts to purchase alcohol for someone under the age of 18 or someone who has previously been refused alcohol by the bar staff. The decision on such matters will be taken by the bar staff and will be final. The bar staff also reserve the right to close the bar at any time if in their opinion unruly or troublesome behaviour has arisen or is likely to arise within the venue.

**Charges for Disturbances** Any disturbance that results in the police having to be contacted will result in a charge of £250. Any second disturbance of this nature will result in the full Security Deposit being withdrawn and the immediate eviction of you and the other members of your group from the Premises without any refund .

**Buffet**

All buffets must be no less than 80% of the total guests.

Buffets will automatically be adjusted to cater for no less than 80% of your guests, please be aware that if you cater for 50 guests and 100 arrive on the night we will not have the provisions to cater for the remainder of your guests.

<b>Initial Booking</b>	Deposit Paid, Personal Information, Contract signed
<b>6 months prior wedding</b>	Pay 50% of estimated account.(non refundable)
<b>21 days before wedding</b>	Confirm final numbers and pay remainder of estimated account
<b>1 week prior to wedding</b>	Submit table plan.
<b>1 day before wedding</b>	Deliver all items for the tables, favours etc

<b>Name on Card</b>	
<b>Credit Card Number</b>	
<b>Exp Date</b>	
<b>Security Code</b>	

All deposits, interim and final balance payments are non-refundable under any circumstances.

Your signature forms a contract between yourself and the hotel, and signifies your agreement with the terms and conditions above.

Managers Signature.....DATE.....

Customers Signature.....DATE.....