

YOUR WEDDING TERMS & CONDITIONS

BRIDE'S NAME: _____

GROOM'S NAME: _____

RECEPTION DATE: _____

DEPOSIT PAID _____

FUNCTION SUITE: _____

NUMBERS: _____

ROOM RETAINED
IN THE EVENING: _____

HIRE CHARGE/
PACKAGE _____

ENTERTAINMENT TIMES: _____

VACATE TIME: _____

TERMS & CONDITIONS

- 1 . DEPOSIT – In order to secure the booking, a deposit of £200.00 is required within 14 days of making a provisional booking. A further payment of £300.00 is applicable six months prior to the date of the wedding.
- 2 . CANCELLATIONS – The requested deposit is non refundable and non transferrable. Cancellations will only be accepted in the form of written confirmation.
- 3 . MINIMUM NUMBERS – final numbers must be confirmed 48 HOURS prior to your wedding
McWilliams Suite 1 and 2 – 100 adults
McWilliams Suite 1 or 2 – 100 adults
Middleton Room – 40 adults
(These will be the minimum final numbers charged for these rooms)
- 4 . PRICES – Please note that prices indicated are based on today's costs and are subject to fluctuation on a yearly basis. All prices are inclusive of VAT at the current rate of 17.5%.
- 5 . CHILDREN – Children under 12 years old - prices available on request. Children must vacate the hotel before 9pm.
- 6 . ROOM HIRE – weddings that do not meet the minimum numbers for our 3 wedding packages will be charged room hire as follows:
McWilliams Suite 1 and 2 – £300.00
McWilliams Suite 1 or 2 – £250.00
Middleton Room – £200.00
- 7 . AMENDMENTS – If you should find it necessary to make any alterations to your details, please ensure you speak to your Wedding Coordinator.
- 8 . ACCOMMODATION – We would advise anyone wishing to retain a block booking of bedrooms, to make a provisional reservation now. Rooming list must be confirmed one month in advance otherwise the rooms will be released.
- 9 . FINAL DETAILS – Please arrange an appointment with your Wedding Coordinator at least 4-6 weeks prior to the wedding, in order to discuss and finalize all arrangements for your special day.
- 10 . FINAL NUMBERS – And any special dietary needs should be confirmed 48 hours beforehand and these will be the minimum numbers charged for. (Refer to Point 3)
- 11 . ACCOUNT – Full account to be settled 2 days before the wedding by either cash/bankers draft guaranteed cheque or approved credit card.

SIGNED ON BEHALF OF THE HOTEL _____

PLEASE SIGN & RETURN BY _____