

Terms & Conditions **Provisional Booking**

The hotel can hold a provisional reservation for 14 days without obligation. If no deposit is received then your booking will automatically be released.

Confirmed Booking.

In order to confirm your reservation the following deposits are required:

£50.00 per room per night (i.e. 2 nights = £100.00)

£15.00 per adult person attending the wedding meal.

50% of the full hire charge for your function room

A signed copy of the terms & conditions along with the booking form is also required for your event to be considered a confirmed booking.

In the event of cancellation all deposits are non-refundable.

Cancellation by the Client

The hotel reserves the right to make the following charges in case of cancellation of a confirmed reservation.

At no point will the deposit be refunded (with exception of a cancellation made by the hotel)

In the event of cancellation less than 24 hours prior to arrival a charge will be made which will be equivalent to the cost of your first nights stay.

Notification of all cancellations must put in writing.

Cancellation by the Hotel

The hotel may cancel the reservation if:

The hotel or any part of it is closed due to circumstances outside it's control

If the booking may prejudice the reputation or cause damage to the hotel.

In such an event the hotel will refund any advance payment (including deposit) but will have no further liability.

Payment

Full payment is required no later than 21 days prior to the event. Please note that we are unable to accept personal cheques less than 21 working days prior to your arrival. Additional charges incurred during your stay e.g. bar drinks etc can be booked to your account providing, a guaranteed method of payment is given.

Final Details

You will receive a synopsis of your event from the hotel prior to your reception. Should you find it necessary to alter any details for your reception we will require written confirmation of these changes no later than 14 days in advance of your wedding reception.

Prices

Prices quoted are correct at time of print for year 2009. They are inclusive of VAT at 15% but may be subject to change.

2010 prices may vary, please check at time of booking.

Other Events at the Hotel

There may be other events at the hotel in the same day including the possibility of another wedding.

Accommodations

Check in time is after 3.00pm on the day of arrival with check out time being 11.00am on the day of departure.

There are a limited number of rooms available for a 1.00pm check in. Please note there is a £20.00 charge per room for this service which must be pre booked.

There are also a limited number of rooms available for a 2.00pm check out & a 5.00pm. Please note there is a £25.00 charge per room for a 2.00pm check out and a £50.00 surcharge per room for a 5.00pm check out. This service which must be pre booked.

All of our rooms are non smoking.

Responsibility for payment lies with the person who has booked the accommodation whether an individual or group booking.

Individual reservations can be made through our reservation department.

All prices are inclusive of VAT and breakfast

Function rooms & Public Areas

All function rooms and public areas are non-smoking. Should your final guest numbers not reach the provisionally booked amount we reserve the right to alter the function rooms chosen.

The hotel will endeavour to have you private function room ready for you at least 3 hours prior to your wedding reception, if however your wedding is early in the day and this is not suitable please contact the hotel to make alternative arrangements.

Miscellaneous

Only food and beverages may be consumed on the premises which have been purchased from the hotel. No corkage is allowed.

The lounge bar is open daily from 11.00am. Closing time is at the discretion of the duty manger.

You will be liable for the cost of repairs carried out as a result of damages caused to any part of the hotel premises or equipment thereon by negligence, wilful act or default of any person invited by you or on your behalf to the hotel.

In the unlikely event of cancellation of your wedding it is recommended that an insurance policy is taken out to cover all expenses.

Dogs

Dogs are permitted in the hotel at a charge of £20.00 per dog per stay.

Please date, sign and return to the hotel.

We have read and agree to the terms shown above:

Signature:

Date:

Print Name:

(if you are not the bride or groom then please state your relationship to the bride or groom):

