



## BESPOKE WEDDING TERMS AND CONDITIONS

For Weddings in the Month's of: January, February, March & November

THIS FORM REPRESENTS CONFIRMATION OF YOUR FORTHCOMING WEDDING AT WESTON MANOR.

Please read the details and accept these conditions by signing below and return, thank you.

### Sole Use Winter Wedding Tariff

#### Friday minimum spend

Weston Manor & Accommodation	£4,205
Food & Beverage	£4,545
Complimentary Bridal Suite	
Total	£8,750

#### Saturday minimum spend

Weston Manor & Accommodation	£4,444
Food & Beverage	£5,723
Complimentary Bridal Suite	
Total	£10,167

#### Sunday minimum spend\*\*

Weston Manor & Accommodation	£3,580
Food & Beverage	£3,738
Complimentary Bridal Suite	
Total	£7,318

\*\* Please note, Sunday Weddings that fall on a Bank Holiday Weekend will classify as a Saturday Tariff

### Exclusive Use Winter Wedding Tariff

#### Friday minimum spend

Weston Manor & Accommodation	£5,135
Food & Beverage	£4,605
Complimentary Bridal Suite	
Total	£9,740

#### Saturday minimum spend

Weston Manor & Accommodation	£5,482
Food & Beverage	£5,723
Complimentary Bridal Suite	
Total	£11,205

#### Sunday minimum spend\*\*

Weston Manor & Accommodation	£4,475
Food & Beverage	£3,738
Complimentary Bridal Suite	
Total	£8,213

### Definitions:

**Sole Use** 2.00pm -12.00 midnight, This includes 24 bedrooms, a main house function room, use of our welcoming reception Hall and Bar. Use of the Croquet Lawn Terrace and beautifully landscaped Gardens.

**Exclusive Use** 2.00pm -10.00am next day, This includes: All bedrooms, all main house function rooms, our welcoming reception Hall and Bar. Exclusive use of the Croquet Lawn Terrace and beautifully landscaped Gardens.

2. Please note we operate the following wedding and accommodation cancellation charges.

Cancellation in writing received with over 26 Weeks notice non-refundable	Deposit
Cancellation in writing received 16 Weeks notice	30% charge
Cancellation in writing received 8 Weeks notice	60% charge
Cancellation in writing received 6 Weeks notice or less	Full charge

2a. Please note your intent to cancel must be received in writing by Weston Manor Hotel.

2b. We advise that Wedding Insurance is taken out to cover for any unforeseen events.

3. **Deposit Payment:**

A non-refundable deposit of £ 2,000 for events in (2011/2012) will be required to confirm your booking and paid directly to **Weston Manor Hotel**.

### **Interim Deposit:**

All bookings require 25% of the total estimated wedding cost no later than 8 weeks after the deposit. 16 weeks prior to the wedding 75% of the total estimated balance will be due.

Please note all deposits are non-refundable

### **Final Payment:**

The balance of the total estimated cost together with any additional agreed costs and any extras/incidentals to be paid on departure.

4. Receipt of a non-refundable deposit constitutes that the Terms and Conditions of Weston Manor Hotel have been read and agreed.
5. We respectfully remind the guests that a discretionary service charge of **£350.00** will be added to your final account.
6. The hotel reserves the right to amend its pricing policy without prior notice.
7. We respectfully remind the hirer that the pool will be closed during the evening. This area can be dangerous for younger guests or for guests that have consumed alcohol. The area is unsupervised. We are unable to alter these regulations.
8. We respectfully remind guests that only food and beverages purchased at the hotel can be consumed on the premises. A charge will be made to the main account if for any reason food & drink bought offsite is consumed at the hotel.
9. We remind guests that we operate a strict checkout policy of 11am. A late checkout will incur costs of £50.00 per room. Please inform all of your guests on the invitations of the checkout time. Weston Manor guarantees bedrooms for 2pm but endeavour to have rooms available in advance. If Bedrooms are requested by Midday a charge of £ 40.00 per room will apply, bedrooms requested by 1.00pm will incur a charge of £20.00 per room.
10. The hirer shall pay for any loss or damage to any part of the hotel premises, or to any fixtures, fittings and equipment which are caused by the hirer, his guests or paid servants. (A credit card
11. We will not be held responsible for damage to or loss of any article brought onto the premises.
12. The Hotel cannot be held responsible for any items left after the event- all items left will be held for a maximum of 36 Hours before being donated to charity.
13. The Hirer and all persons attending must comply with all requirements of the licensing act 1964, together with all statutory instruments since enacted.
14. **Smoke Free Zone:** Premises and Enforcement Regulations for England came into effect at 6am on Sunday 1st July 2007. From this date smoking will no longer be permitted in any enclosed or substantially enclosed premises or vehicles that are open to the public including pubs, restaurants, hotels and all places of work. **Weston Manor Hotel is a non-smoking establishment, failure to comply will result in cleaning and deodorizing with a minimum charge of £75.00 per room.**
15. The hotel shall not be responsible for any failure to provide facilities contracted for in the events of its being prevented doing so as a result of "Force Majeure" or any other cases beyond its control.

Client's signature of acceptance: \_\_\_\_\_

Date of Signature : \_\_\_\_\_ Date of Wedding: \_\_\_\_\_

**NB: WEDDING INSURANCE CAN BE ARRANGED BY  
E & I INSURANCE ON 08449 809 209**