

## Wedding Terms & Conditions

### **Making your booking**

We are happy to provisionally hold a date of your choice for a maximum of 14 days. After this time, we need a confirmation letter from you together with a non-refundable deposit of 20% of the total booking value. Payment of this deposit implies acceptance of our Terms and Conditions, which are detailed in this brochure. The hotel will confirm the booking when the deposit has been received. Approximate numbers must be confirmed in writing to the hotel at the time of confirmation. We offer special rates for Friday and Sunday wedding receptions, and for wedding celebrations held in January, February and March, please ask us for full details.

\*See Terms & Conditions below

### **Standard Terms and Conditions for Wedding Bookings**

Whittlebury Hall asks clients to be aware that wedding bookings are conducted on the basis of the following terms and conditions.

#### 1. CONFIRMATIONS

A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days Whittlebury Hall requires written confirmation and a non-refundable deposit of 20% of the total booking value. Please consult our Wedding Co-ordinator for details. The booking is confirmed on receipt of the deposit. At this stage, Whittlebury Hall's Terms and Conditions for Wedding bookings must also be signed.

#### 2. PAYMENTS

Eight weeks before the date of the Wedding, a pro-forma invoice will be issued based on the guest figures at this time. This pro-forma will represent 75% deposit of the total estimated cost at this stage. After your final details meeting with the Events Manager, a further pro-forma will be issued to cover the outstanding balance and any changes in the details at this stage. Settlement of this is required two weeks prior to the date of the wedding. Any additional costs must be settled the day after the wedding. Please note that Whittlebury Hall requires a minimum of 7 working days to process personal cheques as payment.

#### 3. CANCELLATIONS

Should you have to cancel your booking; a charge may be made, calculated as a percentage of the total booking value, according to the sale highlighted below:

Cancellation Period	Percentage	Cancellation Period	Percentage
12 -6 Months before the Wedding	25%	1 -3 Months before the Wedding	50%
3 -6 Months before the Wedding	30%	One Month before the Wedding	100%

All cancellations should be confirmed in writing by the client. Cancellation will be effective from the date of receipt of written confirmation. Any costs incurred for a particular event, that otherwise would not have been incurred; will be charged in the event of cancellation unless Whittlebury Hall is able to mitigate their loss.

#### 4. REDUCTION IN NUMBERS

Whittlebury Hall reserves the right to set a minimum number to be charged for the event. Approximate numbers must be confirmed in writing to Whittlebury Hall at the time of booking. It is this figure, which will act as the minimum number of guests to be paid for, or the minimum number specified by the hotel, whichever is the greater. Final numbers must be given to the hotel at least 72 hours before the wedding.

#### 5. INTEREST

Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment, at a rate of 4% above Barclays Bank's base rate from time to time in force and shall accrue at such a rate after, as well as before any judgement.

#### 6. DAMAGE

The client is responsible to Whittlebury Hall for any damage caused by the client or his guests, agents, employees etc.

#### 7. CORKAGE

No wines or spirits may be brought into the allocated rooms by the client or guests for consumption on the premises unless prior written consent from Whittlebury Hall has been obtained and for which a charge will be made.

#### 8. WEDDING BROCHURE INFORMATION

All information and prices in the brochure were correct at time of printing and are subject to change without prior notice. Whittlebury Hall cannot accept responsibility for any errors or omissions. All arrangements featured in this brochure are subject to availability.

#### 9. DATA PROTECTION ACT

Any information supplied to Whittlebury Hall is held in accordance with the Data Protection Act 1998 and may be used by Whittlebury Hall to keep you informed of special offers and promotions we believe are of interest to you. We do not disclose personal information to any other organisations.