

DUMBLETON HALL HOTEL

BOOKING ARRANGEMENTS & CONDITIONS

Wedding Bookings in 2010

HOTEL COPY – PLEASE SIGN & RETURN WITH YOUR DEPOSIT PAYMENT

MINIMUM NUMBERS.

A minimum number of chargeable guest meals are applicable to Wedding Bookings as follows: **x 70 on Fridays, x 80 on Saturdays, x 60 on Sundays.**

Any shortfall will be charged at the agreed rate per head for the adult price wedding Breakfast Menu.

DEPOSITS & PAYMENTS.

Provisional Bookings are held for 14 days. **A £1000 deposit** is required to confirm the booking, which is credited from the balance of your final account.

A further interim payment of £1000 or the estimated value of the final account, whichever is least, is required to be paid 6 months prior to the wedding day and will once again be non refundable

An in-depth discussion of details usually takes place no later than 6 months prior, upon which an estimated account is issued.

At 14 days prior to your wedding, all details must be confirmed with the hotel in order for the final account to be prepared and sent to you on this date.

Cancellations will not be refunded after this time. This is the amount you will be charged for, unless your numbers increase. The account must be settled 7 days prior to the wedding.

It is agreed that any food, drink or services not mentioned in the contract but asked for at the hotel will be paid when the bill is presented.

CANCELLATION.

The deposit and interim payment are non-refundable if you cancel the booking.

If the booking is cancelled more than 6 months prior to the wedding date, no charges will apply other than a loss of your deposit (see above).

If the booking is cancelled between 3 and 6 months there will be a charge of 50% of the estimated account or the deposit and interim payment withheld, whichever is deemed greater.

Cancellation of your wedding less than 3 months prior will result in 100% of the estimated account being charged.

Cancellations must be made in writing to the hotel and will be deemed to take effect from the date received at the hotel.

Postponement of the wedding will be treated as a cancellation and the same Terms and Conditions will apply.

The Hotel has the right to cancel the booking without obligations in the very unlikely events of fire etc, disputes with employees, alterations or decorations not finished on time, or by order of any public authority.

INSURANCE

The hotel strongly recommends that you consider taking out insurance to cover you in the event of a need to cancel or postpone your wedding day for any reason

The hotel will pursue costs against you should you cancel or postpone your wedding as set out in our cancellation policy. The pursuit of costs relating to your cancellation or postponement will initially be dealt with by the hotel but in the event of an unsatisfactory conclusion the hotel will pass the matter of dealing with the debt incurred to an external third party to act on behalf of the hotel

THIRD PARTY CATERING

The hotel will permit the use of external caterers to provide the wedding cake on the day. The hotel will also allow external caterers to provide a chocolate fountain for the evening reception at no charge as long as it is part of an evening buffet which is otherwise being provided by the hotel.

The hotel will not permit any other third party caterers or catering to use the premises or to provide food or drink to the wedding party.

Before signing the terms and conditions you should have received details of the packages that are made available by the hotel. If you wish something other than that which is published this should be discussed and then confirmed in writing prior to signing of the terms and conditions and payment of the deposit.

Any wine, sparkling wine or Champagne brought onto the premises for use before or during the wedding day will be subject to the published corkage charge.

GENERAL.

It is the client's responsibility to liaise with the Wedding Co-ordinator or Duty Manager to arrange delivery of items for the wedding, such as favours, decorations, cakes etc. It cannot be guaranteed that the function suite will be available the day prior for early set-up, the hotel staff will commence as early as possible on the morning of the wedding.

All belongings must be collected from the hotel the day after your wedding. The hotel accepts no liability for loss or damage to items left at the hotel, although it will do its utmost to ensure the security of all belongings.

Fire Precautions: In the unlikely event of a fire, the guests will use the fire exits to which they are directed.

Any materials, mechanical or electrical equipment brought in by you, or at your request, must be brought to the attention of the hotel in writing. The hotel's consent is required and current relevant regulations apply. Thus the hotel accepts no liability for any damage or injury as a result of the use of this equipment, unless it has been caused by the negligence of Dumbleton Hall Hotel or its employees.

Firework displays, helicopter landings, bouncy castles or other forms of entertainment etc in the hotel grounds are also subject to the above conditions. The hotel must hold a copy of the operating company's Public Liability Insurance before permission is granted.

Prices are subject to change in exceptional circumstances e.g. a change in the rate of VAT, but will otherwise be held until the date indicated on the Menu Selector.

I hereby acknowledge and agree to accept the above terms and conditions applicable to my booking, and the charges stated below:

Signature Day & Date of Wedding:

Bride Name: Number. of Guests attending: Day x Eve x

Groom Name: **Church / Civil** Wedding? Deposit Amount Required: **£1000**

Function Room Hire **£600** Deposit Paid by: **Card** (Visa/MC/Maestro?) / **Cheque** / **Cash** (please circle)

No. of Bedrooms to prov. reserve:..... (30 max.) Date Deposit Paid

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No. of Bedrooms to prov. reserve:..... (30 max.)	Date Deposit Paid