

# DUMBLETON HALL HOTEL

## STANDARD BOOKING ARRANGEMENTS & CONDITIONS

*For Wedding Bookings in 2012*

**BESPOKE T & CARE ISSUED WITH EACH NEW BOOKING**

**HOTEL COPY TO BE SIGNED & RETURNED WITH THE FIRST DEPOSIT PAYMENT TO CONFIRM THE BOOKING WITHIN 14 DAYS**

### MINIMUM NUMBERS & SPENDS

**Minimum numbers** apply to all wedding parties taken on Fridays (x 70 daytime guests), Saturdays (x 80) and Sundays (x 60).

Minimum Numbers will apply to all chargeable meals (*i.e. all persons 4 years of age +*)

Should your numbers fall below these numbers, the shortfall will be charged at your adult menu price.

**All Weddings on Fridays, Saturdays and Sundays must take a Forked Meal** (a Three course Set Menu or a Forked Buffet Meal, to include a Starter and Dessert with a **minimum spend on food of £37.00 per adult**). If you wish to hold an evening party with a finger buffet you may be able to book Mon – Thurs only.

**Administration Fee:** There is a Management Fee applicable to each chargeable cover (all persons aged 4 and above) of **£5.50**.

### 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 an estimated account or the deposit and interim payment withheld, whichever is deemed greater. The estimated account will be based on the numbers provided by yourselves on this contract and multiplied by the lowest achieved average spend for a three course meal and coffee plus the lowest drink package available in the year the wedding is being held.

Cancellation of your wedding less than 3 months prior will result in 100% of the estimated account being charged. The estimated account will be based on the numbers provided by yourselves on this contract and multiplied by the lowest achieved average spend for a three course meal and coffee plus the lowest drink package available in the year the wedding is being held.

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**

A Four Poster Bridal Suite is offered Complimentary for the Bride & Groom on the night of the wedding.

Guest Bedroom Allocations: Please state on this form how many bedrooms you would like to reserve provisionally for your guests. You may reserve a maximum of 30 guest bedrooms, subject to availability at the time of confirmation of your wedding. You are advised to check the availability prior to paying your deposit. Guests should telephone or email to book rooms to Central Reservations. To confirm the individual rooms a credit or debit card will be required. Payment will be required on check-out, no deposits will be requested. They will be held until 6 weeks prior to your wedding, after which time they will be released for general sale if not taken up or confirmed. Accommodation required the day prior and/or the day after will receive the discounted rate applicable for your function.

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, other forms of entertainment etc in the hotel grounds are 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 of Person (s) responsible for account payments .....

**Day & Date of Wedding:**

Bride Name: ..... Minimum Daytime Guest Numbers Required: **70 / 80 / 60 / n/a**

Groom Name: ..... **Church / Civil Wedding?**

Venue Hire: **£650** Number. of Guests attending: **Day x ..... Eve x .....**

No. of Bedrooms to prov. reserve:..... **(30 max.)** Price of Guest Accommodation: **£130.00 per room (2 persons B&B)**

Deposit Amount Required: **£1000** Provisional Booking Expiry Date: **\_\_/\_\_/\_\_**

Date First Deposit Paid: ..... Deposit Paid by: **Card (Visa/MC/Maestro?) / Cheque / Cash**

Date Second Deposit Due (£1000 or balance of a/c whichever the lowest amount): **\_\_/\_\_/\_\_ (at 6 months prior)**