

THE INN AT CHARLESTOWN

WEDDING CEREMONY & RECEPTION TERMS AND CONDITIONS & CONTRACT

Wedding Name:

Guest Numbers:

Package Cost:

PLEASE RETURN WITHIN 10 DAYS OF BOOKING YOUR WEDDING

WEDDING DAY INFORMATION

"The Hire Period" shall mean from 11am – 1am (12am Sunday to Thursday) on the day specified on the Booking Form for The Inn at Charlestown. Please note that the earliest time a Civil Ceremony or Reception may commence at The Inn at Charlestown is 1.00pm (access from 11.00am is for set up purposes).

Bridal dressing room is available for period of 4 hours before wedding ceremony.

All music must cease by 1am (12midnight Sunday to Thursday)

Civil Ceremonies – It remains your responsibility to ensure the booking of the Registrar for attendance at your Wedding Ceremony and to comply with any & all conditions imposed by him/her. The Inn at Charlestown is not responsible to ensure the arrival or attendance of the Registrar or the completion of any Marriage Ceremony.

Guests should book taxis in advance to collect in the car park at the front of the building.

Special dietary requirements need to be arranged at least 30 days prior to the Event.

In the building and grounds, children must be supervised by a responsible adult at all times.

All guests will comply with all licensing, Health and Safety and other regulations relating to The Inn at Charlestown.

We can accept **NO** responsibility for the safekeeping of any hired, lent or gift items (i.e. candlesticks, cakes, table decorations, cameras, or presents) received on your behalf.

ALCOHOL AND FOOD IN THE HOTEL

All food and drink consumed on hotel premises must be supplied by the hotel or its authorised agents or the hotel beforehand. Any alcohol brought into The Inn at Charlestown by guests will be charged to the wedding party at bar prices. Please advise your guests that this is not allowed.

Alcohol miniatures are not permitted as favours.

TARIFFS

Any prices quoted in our Wedding Package should be considered as a guide only until the date/package is reserved for with a deposit. The hotel reserves the right to increase room tariff, price of food & beverages in line with inflation.

For weddings where numbers fall below 50 on a Friday or a Saturday, an additional room hire charge will be applicable unless agreed otherwise by management. The hotel reserves the right to change the function room used if the numbers fall below 50.

The Hirer shall not sub-let The Inn at Charlestown or any part thereof.

The minimum number for our Wedding Package is 50 day guests and an additional 50 evening guests. Additional day or evening guests will be charged accordingly. For weddings with fewer guests than those stated above, additional charges may apply.

PAYMENT

To confirm a booking, a non-refundable deposit of £500 is required to secure the date of the wedding. 12 months prior and 6 months prior to the date of the wedding additional non-refundable payments on account are required. These will be equal to 25% of the value of the original wedding quote. The remaining balance of the anticipated charges shall be settled 30 days prior to the wedding. A £300 security deposit will be added to the final balance to cover any damage or outstanding charges. Payment may be made to EHG Hotel Ltd by bank transfer or debit card. A credit card can only be used for the initial deposit. Additional charges shall be settled upon departure.

If you wish to change the date of your wedding, you will incur a transfer fee. Notification of change of date must be made in writing to The Inn at Charlestown. The wedding deposit will not be returned to the client if another date is not available.

The hotel reserves the right to withdraw credit facilities at any time without prior notice.

Approximately 60 days prior to the wedding, we will meet to discuss the arrangements for your wedding day. Please allow an hour for this appointment. The hotel will provide the customer with a "pro-forma" details sheet, which will cover details of the ceremony and reception including an invoice for the charges as they stand at the time of print.

30 days prior to your event all balances for meals/drinks packages/buffets and any outstanding extras, must be paid.

Any bedroom reservations must be confirmed 12 months in advance with a £50 per room non-refundable deposit. Final bedroom balance payments should be made 30 days prior to your event or the bedroom bookings may be released. Upon booking your wedding we will hold the 15 rooms in house.

CANCELLATION BY THE CLIENT

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

- At no point will the deposit be refunded (with the exception of a cancellation made by the hotel)
- If cancelled less than one year but before nine months 40 % of the package charges apply
- If cancelled less than nine months but before six months 60% charges apply
- If cancelled under 6 months but before 6 Weeks 75 % charges apply
- If cancelled within 6 weeks of the wedding date, 100% charge will be applied

PROVISION OF THE SERVICES

We shall provide the Services to you and your guests in terms of the Agreement. We may change the Facilities to a different suite or room within the Premises but where practicable will tell you first.

We may, without telling you first, make any alterations to the Premises which we must do to comply with health and safety or similar requirements. This shall not amount to a breach by us of the Agreement as long as it does not materially affect the nature or quality of the Services.

You promise us that no-one attending the Event (including you) shall bring any food or drink into the Premises (other than wedding cakes) unless we specifically allow you, in writing, to do so. We will have no liability whatever in respect of our storage of a wedding cake or the consumption at the Event of any food or drink which we have not supplied.)

You must tell us about any External Contractor whom you want to engage and must first get our written consent (which we do not have to give) to do so. If we ask you, you must give us copies of all required insurance policies for the External Contractor.

If we use the services of anyone else in connection with the Event, we give no warranty, guarantee or other assurance as to their quality, fitness for purpose or anything else although, where we can, we will assign to you the benefit of any warranty or guarantee given by that other person.

CORKAGE

Corkage charges are applicable

ADJUSTMENT OF ARRANGEMENTS MADE BY THE CLIENT

The client may make adjustments to the ceremony or reception details at any time. However, depending upon when these adjustments are made, it may change the conditions on which the ceremony or reception has been agreed.

- 1) If a reduction in numbers were made more than 30 days prior to the wedding, the invoice will be adjusted (maximum reduction in numbers of 10%).
- 2) If a reduction in numbers is made between 14 and 30 days prior to the wedding, the invoice will be adjusted accordingly if the changes are not more than 6 guests.
- 3) If a reduction in numbers is made within 14 days of the wedding, the invoice will not be adjusted.
- 4) The minimum package for a Saturday during June-August is the monetary equivalent of our standard package for 50 day and 50 additional evening guests.

CANCELLATION BY THE HOTEL

The hotel may cancel the reservation if:

- 1) The hotel or any part of it is closed due to circumstances out with its control.
- 2) The client becomes insolvent or enters into liquidation or receivership.
- 3) To avoid breach of these terms and conditions.
- 4) If the booking might prejudice the reputation or cause damage to the hotel.

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

We recommend that all our clients take out Wedding Insurance for their event.

DAMAGE TO HOTEL PROPERTY

We must comply with certain statutory and common law obligations, such as, liquor licensing rules, fire regulations and Health and Safety regulations. You will make sure that everyone who attends the Event complies with any requests that our staff may make in order that we can meet these obligations.

You are responsible for making sure that no-one attending the Event acts in an improper or disorderly manner, that they all leave promptly at the appropriate time and comply with all reasonable requests we or our staff may make of them.

The Bride and Groom are responsible for the behaviour and actions of their guests while at The Inn At Charlestown. Inappropriate behaviour may result in your event being stopped early or cancelled.

Any guests that are sick on the night as a result of overconsumption of alcohol will be charged a minimum fee of £150. This situation is the responsibility of the wedding party.

The hotel reserves the right to charge the client for any damages caused by an attendee. If they don't, you will pay us compensation for any loss that this causes us, including any legal fees reasonably incurred.

We will not be liable for damage or loss sustained by you, anyone attending the Event or External Contractors arising from the acts or omissions of anyone attending any other event at the Premises.

The hotel shall not be responsible for any loss or damage to any property arising out of the hiring nor for the loss, damage or injury which may be incurred by or be done or happen to any person or persons using The Inn at Charlestown during The Hire Period arising from any cause whatsoever, or for any loss due to the breakdown of machinery failure, of supply of electricity, leakage of water, fire, Government restriction, or Act of God which may cause The Inn At Charlestown to be temporarily closed or the hiring to be interrupted or cancelled.

MISCELLANEOUS

The Inn at Charlestown team will be pleased to provide you with contact numbers of a celebrant, wedding hair stylists, make-up artists, photographers, entertainers, florists, pipers and wedding cake provider etc. however, at no time will the hotel be subject to liability should the hotel help the wedding party arrange any of these services.

Please date, sign and return to the hotel.

We have read and agreed to the terms shown above:

Signature: _____ Date: _____

Print Name: _____

Address: _____

Signature: _____ Date: _____

Print Name: _____

Address: _____

Postcode: _____

Tel: _____
