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TERMS AND CONDITIONS **Weddings and Civil Partnerships**

Name of Bride:
Name of Groom:
Address:

Date of Wedding:
Exclusive Use based on XX bedrooms

Agreement

These terms and conditions ("Conditions") together with the information enclosed ("the Estimate") will constitute the contract ("Contract") between Beechfield House Hotel ("the hotel") and the parties to the wedding ("Wedding Partners"), who are jointly and severally liable for their obligations under the Contract. In the event of any inconsistency between the Conditions and the Estimate, the Conditions will prevail.

Provisional Bookings

A booking is provisional, and the Contract will not come into effect, until a copy of the Conditions signed by both of the Wedding Partners is received by Beechfield House together with a non-refundable £1000 deposit. Until such time Beechfield House will have no obligations to the Wedding Partners.

Payment Terms

Payment must be received as follows:

| | |
|-----------------------------------|----------------------------------|
| To confirm booking | Deposit of £1000 |
| 90 days before wedding date | 50% of the Estimate price |
| 14 days before wedding date | Balance of the Estimate price |
| On the wedding date/departure day | Any additional expenses incurred |

Failure to make any payment by the due date will constitute a repudiation of the Contract.

Any payment made by American Express incurs a 2% surcharge. Late payment made after due date will incur a £50.00 late payment fee. Failed payments such as stopped cheques are charged £25.00 per item.

When the hotel is booked for exclusive use, the agreed number of bedrooms must be booked by the wedding guests. The cost of any remaining rooms not booked or not paid for will be added to your final invoice for settlement on the wedding departure day. Such charges will be based on the prevailing standard double tariff. If subsequently more rooms are required these may be released at the agreed rate, however no reduction to the exclusive use fee will be given.

Changes to Estimate, Cancellations and Refunds

All deposit and other monies paid on and after confirmation of the reservation are non-refundable and non transferable. Any changes to the Estimate requested by the Wedding Partners involving extra liabilities, costs or expenses are subject to the agreement of Beechfield House. Any extra costs associated with such agreed changes will form part of the Estimate price.

Please note the final figure (£) for all costs may not be less than 95% of the original signed estimate.

Subject to the foregoing, no additional charges will be payable for any cancellations (in whole or in part) or any changes to the Estimate made by the Wedding Partners prior to the 90 day period before the wedding date. However, no refunds will be made for any such cancellations or changes before the wedding date. Beechfield House will be entitled to recover any payments due but unpaid on the date of any such cancellations or changes without prejudice to any other rights or remedies. Cancellation must be given in writing signed by both parties.

Entire agreement

This contract sets forth the entire understanding and agreement of the two parties and supersedes all prior oral or written agreements or understandings between the parties as to the subject of this contract. Only a written instrument dually signed by all parties may change this agreement.

Exclusive use

Where exclusive use has been booked, this applies from 2.00pm on the day of the wedding until 10.00am the following morning. We will take reasonable measures to ensure your exclusivity, however we won't be held liable for any uninvited visitors to the hotel.

Final numbers

The Wedding Partners will confirm final menu and beverage choices and guest numbers no later than 14 days before the wedding date.

Food and beverage charges

Due to the lead time between booking your wedding and the actual day itself, it is not always possible to guarantee the food and beverage prices provided on your quotation.

Prices will be confirmed 90 days prior to the event when the payment for 50% of the estimate cost is due. The hotel guarantees that any increases in price will be no more than 10% of the original price quoted, for bookings less than 18 months in advance.

Food and drink & third party suppliers

No food, drink or other consumables may be brought on to the hotel premises without the prior consent of the management. A service charge will be levied onto the final account if this rule is infringed by any of the guests attending the event. Please see wedding planner for details of corkage and other charges. Only those third party suppliers authorized in writing by us may be used. Unfortunately we do not serve draught beer and lager. Please see the Wedding Planner for further clarification.

Bar contract – exclusive use

A cash bar will be operated until 12 midnight on the day of the wedding. The bar will then be closed until such time as all non-resident guests have departed the premises. Further drinks may be served to resident guests after this time. It will be at the discretion of the duty manager to stop serving earlier if they consider alcohol should no longer be served due to the inappropriate behaviour of guests.

Bar contract – non exclusive use

A cash bar will be operated until 5.00pm on the day of the wedding. The bar will be then be closed until such time as all non-resident guests have departed the premises. At the discretion of the duty manager further drinks may be served to resident guests after this time.

Licensing Act 2003

The Wedding Partners and all of the their guests attending must comply with all requirements of the Licensing Act 2003, together with all statutory instruments since enacted.

Bedrooms

Accommodation bookings are deemed as provisional until such time as a £50 deposit is paid to secure the reservation. Individual guests are asked to contact the hotel directly to make their deposit payment. Any outstanding charges must be settled on departure. The Wedding Partners will be liable to Beechfield House for any monies owing by their guests.

Bedroom tariff

Bedroom prices are quoted on the basis of a maximum of two occupants. Additional charges may apply for children, pets and any extra adults. Room types only may be allocated where the special tariff has been applied. No reduction is made for rooms based on single occupancy.

Check in

Bedrooms are available from 2pm on the day of arrival and guests are respectfully requested to vacate their rooms by 11am on the day of departure. Requests for an earlier check-in cannot be guaranteed, are dealt with strictly on a 'subject to availability' basis, and may be subject to an additional charge. If it is important that particular rooms are available prior to 2.00pm it is recommended that the previous night also be booked for these rooms.

Firework displays & Chinese lanterns

Firework displays are only permitted with our written agreement through our recommended suppliers. Displays must be compliant with current UK legislation and must be low level and reasonably quiet due to the potential distress to our neighbour's livestock. It is also for this reason that we do not permit Chinese lanterns (Sky lanterns.)

Image rights

The Wedding Partners agree that Beechfield House may in perpetuity use theirs and their guests' images and details for the purposes of marketing and advertising, via all methods including social media such as but not limited to Facebook, twitter etc.

Property

Beechfield House will not be liable for any loss or damage to property (including the wedding gifts) owned by, or in the custody of, the Wedding Partners, their agents or employees or others.

Liability for damage

The Wedding Partners will be liable to Beechfield House for any loss or damage including additional cleaning costs (and costs or expenses arising thereby) caused by either of them or by any guest, employee or agent of either of them. Although not limited to this amount, a pre-authorisation of £500 by credit card is required to be given 14 days prior to the wedding.

Force Majeure

Beechfield House will have no responsibility for, and will not be liable in respect of, any loss or damage or changes caused by any event beyond its control including, but not limited to, strikes, riots, political unrest, hostilities, war or threat of war, terrorist activity, industrial dispute, fire, flood, technical problems or adverse weather conditions.

Value Added Tax

All prices are subject to increases in VAT.

Service charge

To show your appreciation of the team looking after you and your wedding guests we suggest a service charge payment of 5% of the food and beverage spend. This is entirely discretionary and will be added to the final invoice.

Governing law

The Contract will be governed by the laws of England and the parties submit to the exclusive jurisdiction of the English courts.

Signed:**Dated:****Print name:****For and on behalf of Beechfield House****We understand and agree to the conditions and enclose a deposit of £1000.00****Signed:****Signed:****Print name:****Print name:****For the Wedding Partners****For the Wedding Partners****Dated:****Dated:**