

WOODLAND —MANOR—

Terms and Conditions 2013

All weddings booked at Woodland Manor Hotel shall be subject to the following.

Confirmation & Deposits

1. Confirmation of the provisional booking is required in writing together with a non-refundable deposit of £1000.00 and cannot be offset against any other business booked. Any provisional booking not confirmed within four weeks will be automatically cancelled. A booking will not be deemed confirmed until a signed copy of our Terms and Conditions are received by our wedding co-ordinator.
2. A credit card number will be taken with final payment and held until completion of the wedding against any damage caused during the cause of the event. Any damage caused will be taken from this Card to cover the costs.

Hotel Liability

- a. The company reserves the right to cancel any forthcoming booking without any liability on its part in the event of any damage or destruction of the hotel by fire or other cause, or any cause beyond the control of the company which shall prevent it from performing its obligation with any other booking.
- b. All wedding gifts or items of value must be removed by the wedding party at the end of the event. Any items left are done so at the responsibility of the wedding party. The hotel can not be held responsible for the loss or damage to any items associated to the wedding or its guests.

Customers Liability

The customer shall be responsible for the orderly and safe conduct of the function and shall have regard to any regulation imposed by the competent authority, and shall ensure that nothing shall be done which will constitute a breach of law or in any way cause a nuisance or be an infringement of, or occasion to render possible the forfeiture of the licences for the sale of wine, beer, spirits or for the music and dancing or the permission attaching to the hired premise. In particular the customer shall fully indemnify the company against any claims or loss or damage arising as a breach of the clause.

Minimum Numbers

- a. Minimum numbers for wedding receptions taking place in the Autographs room is 30.
- b. When an evening buffet is required, please note that that you must cater for a minimum of 90% of the total number of guests.
- c. Wedding receptions that do not have an evening reception must vacate the premises by 18.30.
- d. Should you wish to have an evening reception but do not require a finger buffet a room hire charge will apply.
- e. Woodland Manor can not accept any outside catering unless agreed with the management. Only food prepared on the premises can be consumed with exception of the wedding cake or chocolate fountains.
- f. Any wedding cake that has been cut and put out on the buffet table that has not been consumed with in two and a half hours by law must be destroyed.
- g. We do not allow corkage on wine, sparkling wine or champagne. If there is a particular wine or champagne you wish to have, Woodland Manor will do there utmost to source this for you.
- h. It may not be possible to have the same style of chairs for the Wedding Breakfast in both the Autographs and Fitzpatrick rooms.

Maximum Numbers

Due to the room lay out and the size of the normal restaurant chairs any wedding exceeding numbers of 56 just using the Autographs, will be required to hire in special banqueting chairs at any extra cost.

When using the Fitzpatrick as well numbers exceeding 80, will also be required to hire in special banqueting chairs at any extra cost. These prices can be obtained from our events coordinator.

Room Hire Charges

| Meal | | Civil Ceremonies | |
|--------------|---------|------------------|---------|
| Autographs | £585.00 | Autographs | £385.00 |
| Conservatory | £285.00 | Conservatory | £285.00 |
| Library | £285.00 | Library | £285.00 |

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Terms and Conditions Continued

Accommodation

We are unable to guarantee availability for guests attending wedding receptions. We would strongly recommend that at the time of booking your wedding you also check availability of bedrooms and reserve as many as you feel appropriate for your guests.

Four weeks prior to the day of your wedding, a member of our reservation team will contact you to give you an up to date overview of the bedroom bookings. At this point, you will either need to name the rooms or release them.

All rooms must be guaranteed with a debit or credit card

Cancellation of bookings must be made before 14.00 hr, 24 hours prior to arrival. Any rooms cancelled after this time will be charged at one night's full room rate.

Failure to cancel and failure to arrive will result in a non arrival charge of one night's accommodation charge.

Amendments and Cancellation

For Weddings where the hotel is holding a confirmed booking, the following cancellation policy is applicable.

| | |
|--------------------------------|--|
| Twelve months prior to arrival | No charge, should the date in question be resold, if not resold a charge of 25% will be made which will become due at the time of making the cancellation. The charge will be returned within two weeks of receiving a new confirmed booking |
| Six months prior to arrival |25% of the Total Charge |
| Five months prior to arrival |40% of the Total Charge |
| Four months prior to arrival |50% of the Total Charge |
| Three months prior to arrival |60% of the Total Charge |
| Two months prior to arrival |75% of the Total Charge |
| Thereafter prior to arrival |100% of the Total Charge |

Total charge for up to 3 months prior to arrival is calculated from the estimated quotation prepared from details received from yourselves.

Total charge for 4 – 12 months prior to arrival is calculated by multiplying the expected number of guests (given at the time of making the provisional booking) by £10.00 drinks package, £40.00 wedding breakfast, £17.95 evening buffet (if applicable). For your information these rates are based on minimum prices. If you have already chosen drinks packages and menus, the costing relating to those choices will apply.

Please note that all cancellation charges here at Woodland Manor relate to 100% of any lost revenue.

Balance of Payment

A payment representing 50% of the total cost is required 3 months prior to the day. Final numbers must be given three weeks prior to the day and on receiving this information an invoice for the remaining 50% will be raised, which must be paid 14 days prior to the wedding date. If this payment is not received 10 days before the wedding in cleared funds, the hotel reserves the right to cancel the wedding and levy a cancellation charge of up to 100% of the proposed invoice total.

Entertainment

You will be bound by the entertainer's terms and conditions if contracted by Woodland Manor on your behalf. If you supply outside entertainment they must provide us with an up to date public liability licence.

Complaints

Any complaints arising out of the function must be made in writing to the company within 28 day of the function. The company will not give consideration to such complaints unless received in such a manner and within such time limit and shall thereafter be entitled to claim the full sum due from the customer in respect of the function.

Signed..... Name.....

Date..... Date of wedding.....

