

Terms and Conditions

All wedding booked at Woodlands Manor Hotel shall be subject to the following:

1. 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 arrival25% of the Total Charge
Five months prior to arrival40% of the Total Charge
Four months prior to arrival50% of the Total Charge
Three months prior to arrival60% of the Total Charge
Two months prior to arrival75% of the Total Charge
Thereafter prior to arrival100% 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 – 12months 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, £35.00 wedding breakfast, £15.95 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 Woodlands manor relate to 100% of any lost revenue

2. Confirmation

Confirmation of the provisional booking is required in writing together with a non-refundable deposit of £800.00. 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.

3. Hotel Liability

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 in connection with any other booking.

4. Customer's Liability

The customer shall be responsible for the orderly and safe conduct of the function and shall have regard to any regulations imposed by the competent authority, and shall ensure that nothing shall be done which will constitute a breach of law or in anyway 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 premises. In particular the customer shall fully indemnify the company against any claims, or loss or damage arising as a breach of the clause.

5. Complaints

Any complaints arising out of the function must be made in writing to the company within seven 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.

6. Minimum Number

- a. Minimum numbers for wedding receptions taking place on a Friday or Saturday between 1st March and 30th October is 70.
- b. Sunday and mid week receptions do not need to meet the minimum number requirements however a Bank Holiday Weekend will need to meet the minimum requirements.
- c. When an evening buffet is required, please note that you must cater for a minimum of 90% of the total number of guests.
- d. Should you wish to have an evening reception but do not require a finger buffet a room hire charge of £500.00 will apply.
- e. Wedding receptions that do not have an evening reception should vacate by 6.30pm
- f. The Wedding Breakfast must be a minimum of a 3-course meal supplied by Woodlands Manor Hotel, excluding tea and coffee.
- g. We do not allow Corkage on Wine, Sparkling Wine or Champagne. If there is a particular Wine or Champagne you wish to have, Woodlands Manor Hotel will do there utmost to source this for you.
- h. Outside Caterers are not permitted.
- i. It may not be possible to have the same style of chairs for the Wedding Breakfast in both the Autographs and Fitzpatrick rooms.

7. Balance of Payment

A payment representing 50% of the total cost is required 3 months prior to the day. Final number 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.

8. Entertainment

Due to licensing laws "Live music" must be provided by a Duo only for the evening reception. The entertainment is only catered for in the Library.

You will be bound by the entertainer's terms and conditions if contracted by Woodlands Manor on your behalf.

9. Room Hire Charges

Meal		Civil Ceremonies	
Autograph	£500.00	Autograph	£250.00
Conservatory	£100.00	Conservatory	£175.00
Library	£100.00	Library	£175.00
Fitzpatrick Suite	£100.00		

10. Accommodation

We are unable to guarantee availability for guests attending wedding reception. 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. 4 weeks prior to the day of the Wedding, a member of our Reservations 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. A deposit of £10.00 (non-refundable) per room will be required to secure the booking. There will be no charge for individual bedrooms released 24hrs prior to the day. However should bedrooms need to be cancelled due to cancellation of the whole wedding, the organiser will be liable for the full payment of all the bedrooms.

11. Deposits

Any deposits paid are NON-REFUNDABLE and cannot be offset against any other business booked, the deposit must be accompanied by a signed copy of these terms and condition before the booking will be deemed confirmed (any booking not confirmed within 4 weeks will be automatically cancelled)

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

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

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