



Booking Terms and Conditions.

Confirmations:

Provisional booking can be held for 14 days from date of booking.

To confirm a provisional booking a deposit of £150.00 is required. The booking is confirmed on receipt of the deposit and a signed copy of these terms and conditions. Payment of this deposit and the signed terms and conditions contract will acknowledge acceptance of our booking conditions and an official receipt will be issued.

All deposits are non-refundable.

For any reservation remaining unconfirmed after 14 days, the Hotel reserves the right to automatically release the booking. If you wish to extend the 14 day period please contact a Duty Manager before the 14 days expired.

Payment:

All functions must be paid by 1 week in advance.

We accept payment by cash, credit and debit card. Payment is deemed to have been made when cleared funds reach our bank account.

Timetable:

We would hope to have all the final details with regards to all packages, menus and final numbers chosen 4 weeks prior to the date of your celebration.

3 weeks prior to your celebration a pro-forma invoice will be issued for the final balance.

Settlement of this is required 1 week prior to the date of the function. A pre order will be required for all adult meals 1 week prior to the function. Children will be able to order on the day,

Should the funds for payment not be cleared through the Hotels bank account 5 working days prior to the day of the celebration, the hotel retains the right to withdraw the facilities and services offered with the deposit being forfeited.

Should the services provided on the actual day exceed those charged on the pro forma invoice, the remaining balance must be settled on the day of the event/celebration.

Final Numbers:

Increases in numbers from 1 week prior to the day of the event must be paid for at the time of notification.

Changes in numbers etc after 1 week prior may be notified after this date but no reduction in charges will be made at this late stage.



Cancellations:

If you cancel at short notice it is unlikely that we will be able to take a replacement event booking and in such circumstances the following cancellation charges will apply:

From booking date to 1 week prior to your celebration – your deposit is forfeited.

1 week prior to and 48 hours prior to the day of celebration – a 50% refund will be made.

48 hours or less - - no refund will be made.

VAT:

All quoted prices are inclusive of VAT at the current rate and are subject to change without prior notice. The rate of VAT in place at the date of the event is the rate that applies to the account.

Discos & Bands:

Those clients wishing to have the services of a disco are obliged to use our **Resident disco only**. On occasion in the past other disco suppliers have played at such a level that they have disturbed our neighbours and hotel guests as a result of which we must adhere to certain noise levels agreed between the Department of Environmental Services and ourselves. These restrictions also cover the employment of a band and clients may arrange their own and must advise them that the band must adhere to any instructions given by the hotel management.

Damage:

The client is responsible to Kings Manor Hotel for any damage or loss of business caused by the client or his guests, agents, employees etc.

Clients are able to have our function suites decorated for their event; however we respectfully request that blu-tack is used only on hard painted surfaces under the prior agreement of the Duty Manager.

We do not allow the use of bouncy castles, ball pits or other inflatable items

Licensing:

The client will be responsible for ensuring that no alcoholic beverages are supplied to any guest under the age of 18 years. Please note that guests who are fortunate to look under the age of 25 may be required to provide photographic id.

Any guest in breach or attempting to breach these laws will be asked to leave with immediate effect.

Hotel Responsibilities:

All reasonable care will be taken with any items left in our care, however : -

The Kings Manor Hotel or its employees will not be held responsible for any loss or damage of any gifts.

The Kings Manor Hotel or its employees will not be held responsible for any damages to your cake.



Date Restriction:

There are certain dates in the year e.g. Christmas Eve and Day, Hogmanay and New Years Day, which will incur a price supplement. Please see a Duty Manager for more details.

Food and Beverage

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises of Kings Manor Hotel without the prior written agreement of Kings Manor Hotel. A corkage charge will apply for any still or sparkling wines brought onto and consumed on the premises.

I have read and agree to the terms and conditions stated and will abide by them for my event/celebration at the Kings Manor Hotel.

Name (print)

Date of Function

Signed

Date.....

Managers Signature