



WEDDING BOOKING TERMS AND CONDITIONS.

Confirmations:

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

To confirm a provisional booking a deposit of £300.00 is required. The booking will be 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 the Duty Manager before the 14 days have expired.

Wedding Ceremonies:

In addition to wedding receptions, you may wish to have the wedding ceremony at the hotel. We are licensed for Civil Marriages and Civil Partnership Ceremonies.

If you wish your ceremony held in a separate room to Lothian Suite a room hire of £100.00 will be charged.

Payment:

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 the wedding package options, menu and approximate numbers agreed 6 months prior to the wedding. At this point we will require a payment of 50% of your wedding.

Final details and pre order are requested at least 5 weeks prior to the event.

4 weeks prior to the wedding a pro-forma invoice will be issued for the final balance. Settlement of this is required 2 weeks prior to the date of the wedding.

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

Should the services provided on the actual wedding day exceed those charged on the pro forma invoice, an additional invoice will be forwarded, settlement of which will be due within 14 days following receipt.

Final Numbers:

Changes up to 20% of the final numbers will be accepted up to noon on the date 2 days prior to the wedding (For example if the wedding was a Saturday you can adjust the final numbers up to noon on Thursday.) Changes in numbers etc may be notified after this date but no reduction in charges will be made at this late stage.

Minimum Numbers:

Our Wedding Day packages are normally available for parties of 40 or more. This is the minimum number of guests that you will be charged for regardless of the final numbers actually attending.

Other options for smaller numbers can be arranged.



Cancellations:

Weddings are booked many months, and even years, in advance. If you cancel at short notice it is unlikely that we will be able to take a replacement wedding booking and in such circumstances the following cancellation charges will apply:

More than 6 months prior to the date of the wedding – your deposit is forfeited.

3 – 6 months prior to the wedding – 50% of the estimated total of the wedding is required.

Less than 3 months from the wedding – the full estimated cost of the wedding is required.

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 wedding 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 their 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:

Please note that guests who are fortunate to look under the age of 25 may be required to provide photographic id.

The client will be responsible for ensuring that no alcoholic beverages are supplied to any guest under the age of 18 years.

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

The Hotel or its employees will not be held responsible for any damages to your wedding 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 without the prior written agreement of Hotel Management

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

Brides Name (print)

Grooms Name (print).....

Date of Function

Signed (Bride).....

Signed (Groom).....

Date.....

Managers Signature