

weekend weddings 2012

booking contract



A provisional booking can be held for two weeks, after which a **£500.00 deposit and this signed contract** will be requested to secure your reception date. A minimum of 100 adults is required for a Saturday and a minimum of 75 adults for a Friday or Sunday booking, cancellation charges will apply if your numbers fall below this agreement. Cancellation charges will be applicable for Drinks Packages, Menus and Buffet up to the agreed minimum number for a maximum of 10 people. After this an additional Room Hire fee will be applied. Three months prior to your wedding a further £1500.00 is required. Your final numbers are to be confirm 14 days prior to your wedding to enable raising of your final invoice then full payment is required one week prior to the wedding. Any outstanding balance will be invoiced to your room account the following morning.

All associated accommodation bookings for your wedding guests must be confirmed with relevant deposits prior to the wedding. The management reserves the right to amend prices at their discretion, however all prices will be agreed and confirmed in writing at the time of your confirmation.

All rates quoted are inclusive of VAT.

In the unlikely event that you should have to cancel your wedding reception the following charges will be made:

- Notice of cancellation of wedding reception up to six months prior to the wedding event taking place - Deposit retained.
- Cancellation of wedding reception within six months of the wedding event taking place - Deposit retained and a further 50% of the expected balance will be charged.
- Cancellation of wedding reception one week prior to the wedding event - Full estimated balance is required.

Print Name

Signature

Date

Address

Postcode

We will require verbal and written confirmation of your cancellation signed by both parties.

We would therefore strongly suggest that you consider taking out an independent insurance to cover any unexpected costs. Our recommended company that offers this insurance is:-

Event Insurance Services 01425 470360

The numbers attending your wedding reception should be estimated when the provisional booking is made at the hotel. The hotel requires exact figures 14 days before the date of your function. An invoice will then be issued which must be settled 7 days prior to the wedding. Any cancellations made within 7 days of the wedding will be charged for.

Hotel policy on delivering items for your wedding - this is to be made no earlier than the day before your ceremony. Please also be aware that the Hotel cannot accept any responsibility for any items not collected before 12noon of the day after your ceremony. Any items left after this time will be done so entirely at your own risk.

We declare that we are 18 years of age or over and agree that the booking is made in accordance with the Booking Contract above. We understand that any contract resulting from this booking will be between Tregenna Castle and ourselves. We agree to be held responsible for the balance of the terms for the function and payment in accordance with the conditions.

The hotel reserves the right to cancel your wedding should the final invoice not have be paid in full 24 hours prior to your ceremony starting.

Print Name

Signature

Date

Date of your Wedding