

## **TERMS AND CONDITIONS:**

### **Booking, Deposit and Payment**

**A provisional booking will be held for a maximum of 2 weeks. If we do not hear from you, the date will be cleared and made available to other enquirers.**

**A deposit of £100 is required to secure a wedding reception booking.**

**It is advisable to arrange an appointment 6 weeks prior to the reception date to discuss the arrangement in detail.**

**The final balance is payable a minimum of 7 days prior to the reception date. An invoice will be sent as soon as we have been notified of final numbers. Any outstanding balance will be invoiced after the reception with payment due within 14 days.**

### **Number of Guests**

**10 Prior to the reception date we will require final confirmation in relation to the number of guests attending the reception, together with a table plan outlining the seating arrangements.**

### **Deposits and cancellation**

**In the event of you having to cancel your booking, we will regrettably be unable to refund your £100 deposit. If a cancellation is made within 14 days of the arranged date, you will be liable for the full cost of the reception.**

### **Prices**

**Menus are currently priced for 2008 and menus for 2009/10 may be subject to change. Please ask for details. We reserve the right to alter the menus at any time and you will be notified of any change if a date and specific menu has already been booked.**

**All prices quoted are inclusive of V.A.T. @ 17.5%. Should this rate change then all prices would be adjusted accordingly.**