

# BOOKING YOUR WEDDING

## TERMS & CONDITIONS

At Battleborough Grange Country Hotel we pride ourselves on pulling out all the stops to make your wedding day special. We take as much time as necessary to fully understand your individual needs & requirements. In order to make the wedding planning process as clear and as easy as possible, we offer sound advice with regard to the unlikely possibility that your wedding may be cancelled or postponed. It is recommended that you take out an insurance policy to cover all eventualities, and there are specialist companies available to assist you with this type of insurance.

### TERMS OF BOOKING

Your booking will be held provisionally for up to two weeks, giving you time to make other necessary arrangements such as booking the registrar or church, and estimating wedding guests numbers.

### BOOKING CONFIRMATION

To confirm your booking, a deposit of £600.00 is required. This deposit is non-refundable, and we will ask you to sign a cancellation agreement at this time.

### CANCELLATION POLICY

A charge of £1000.00 will be incurred if you cancel your booking within a 6 month period prior to your wedding date.

We will charge the full price of your booking if you cancel within 12 weeks prior to your wedding date. The full amount will be based on approximated numbers agreed, any accommodation booked and any entertainment costs.

### THE SMALL PRINT IN LARGE!

#### **Function room hire charge:**

The function room hire charge is included in the package price for both day and evening bookings. This offer is subject to a minimum number of 50 guests attending.

#### **Exclusive use charge for the day or evening:**

When you ask for exclusive use, the hotel and restaurant will be closed to everyone except to you and your guests. Your guests accommodation may be paid for by you or your by guests individually. By booking exclusive use you are booking the entire hotel, and therefore any rooms not occupied will still be charged for at the standard room rate.

#### **Security staff for over 120 evening guests:**

Security staff for 120 guests or more is a Health & Safety requirement and is charged at a rate of £50 per staff member. For example, 2 security staff would be required for 120 guests and 4 security staff required for 150 guests.