



## Terms & Conditions

### Prices

The prices in this proposal are valid from 1<sup>st</sup> January 2008 to 31<sup>st</sup> December 2009 and are inclusive of VAT and will not normally increase unless there is exceptional circumstances e.g. an increase in VAT. However we reserve the right to apply an increase to these prices, with prior notification, in the event of unexpected (and rare) events. If you are booking your wedding two or three years in advance you should expect there will be an increase on these prices.

### Room Hire Charges

- \*Ceremony £175.00
- \*Evening Reception £225.00
- \*Combination of Both £350.00

Rates are inclusive of VAT

### Provisional Booking

You can make a provisional booking which we will hold for 14 days to allow you to co-ordinate other arrangements. If the provisional booking remains unconfirmed after 14 days we will release the booking.

### Confirmation

To confirm your booking the person who is responsible for the final account is asked to write to the hotel to confirm the name of the person responsible for the final account, the booking date, the room required and the estimated number of guests and pay a non-refundable deposit of £500.00 with this signed Terms & Conditions form.

### Account Payment

A pro-forma invoice for the estimated cost of your wedding, based on your final numbers will be prepared and is payable in full 14 days prior to the date of your wedding.

### Damage

The client is responsible for any loss or damage to the premises or building of the Windlestrae Hotel which is caused by the client or their guests or agents.

### Cancellation Policy

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

- Within 36 weeks 40% of total estimated value
- Within 32 weeks 50% of total estimated value
- Within 16 weeks 60% of total estimated value
- Within 12 weeks 70% of total estimated value
- Within 08 weeks 80% of total estimated value

### Gifts

The Windlestrae Hotel is not responsible for any loss, damage or storing of wedding gifts. The client is responsible for the movement & storage of any gifts and for ensuring they are taken with you at the end of the wedding. The Hotel is also not responsible for any gifts which are stored in hotel bedrooms or changing rooms.

### Beverages and Food

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises without agreement of the Windlestrae Hotel.

### Dietary Requirements

We cannot guarantee that foods produced and served at the Windlestrae Hotel do not contain traces of other food products.

**I agree and understand all the terms & conditions above:**

Signature.....

Print Name.....

Date.....

**Date of Ceremony/Wedding/Reception**

**\*delete as applicable**