

# The Courtyard Wedding Reception Terms and Conditions

***A provisional Wedding Booking will be held for a maximum of 14 days after which unconfirmed bookings will be released.***

## Confirmation

Confirmation for Weddings will only be accepted by completing the form in this booklet and returning it accompanied by the appropriate deposit. Verbal confirmation will not be binding.

## Deposits

Deposits to accompany confirmation and to secure reservation of the Courtyard.

We will require £1,000 deposit to secure the requested date.

Six months prior to wedding date a further £2,000.

Two months prior to wedding date, remaining balance of £2,000 is due.

*At each stage of deposit payment, the deposits are non-refundable.*

## Payment

Final numbers together with menu pre-order have to be provided to the hotel 14 days before your wedding date. The wine and drinks account is to be settled on the evening or the morning after your wedding.

## Important information

Damage caused to Hotel Property by any of your guests, will be independently quoted for repair and added to the final balance.

Wedding parties wanting third party entertainment on their Wedding Day must seek prior approval from the hotel.

Other events may occur on the same day, including the possibility of another private function.

If your wedding party numbers rise to more than 100 any additional guests will be charged at £50.00 per person.

It is not hotel policy to permit corkage.