

TERMS AND CONDITIONS

Booking Details

To guarantee a wedding date we would require a £750 non – refundable deposit. This deposit will be credited against the final account. A further £1000 payment will be required 12 months prior to the wedding date.

At the initial meeting minimum numbers will be agreed. If final numbers of guests falls below the minimum previously indicated charged will apply.

Payment

16 weeks prior to the wedding a pro – forma invoice will be sent based on the numbers agreed at the initial meeting and on the signed terms & conditions. Any additional charges would need to be settled seven days prior to the wedding.

An accurate indication of actual numbers must be given to the hotel at least seven days in advance of the wedding. Once payment of the pro – forma invoice has been received any subsequent cancellations will not be refunded nor goods to the value be exchanged.

Cancellation terms and conditions

- 1) If the cancellation takes place 5 – 6 months prior to the function date the whole deposit shall be kept by the hotel and 25% of the estimated total cost using the numbers agreed at the time of booking will be chargeable
- 2) If the cancellation takes place between 3 – 5 months prior to the function date the whole deposit shall be kept by the hotel and 50% of the estimated cost using the numbers agreed at the time of booking shall be chargeable.
- 3) If the cancellation takes place less than 3 months prior to the function date the whole deposit shall be kept and 80% of the estimated cost will be chargeable using the numbers agreed at the time of booking.

General

The menus in our brochure are suggestions only. Alternative dishes may be chosen subject to the availability of fresh ingredients to produce them. With the exception of dietary requirements, all guests at weddings and other functions are required to eat from the same menu. Should you wish to offer your guests a choice of menu,

please choose two options per course with a pre – order required 4 weeks before the date of the function. To avoid embarrassment when choosing an evening menu please order and cater for a minimum of 75% of the guests attending.

If you are not booking a published package children between the ages of 5 and 12 will be charged at 50% of the adult price. We offer a license until midnight for evening receptions.

The negotiated room rate for the function parties is based on two people sharing a room. Any additional sleepers, whether children or adults, will be charged as appropriate.

Check in time is 4pm on the day of arrival and check out time is 10am on the day of departure.

Guests are not allowed to supply their own drinks and all liqueur consumed on the premises must be supplied by the hotel. No exceptions can be made to this rule. In the event that guests abuse the above, the hotel's policy is zero tolerance. Guests will be asked to remove the alcohol from the premises. Events/ wedding receptions will be terminated if guests continue to supply/consume their own alcohol.

No changes will occur after final discussion of menus, provided this takes place no more than 2 weeks from the wedding itself.

V.A.T is included in all our prices at 20% and may be subject to alteration should V.A.T rates change.

In the event of damage or destruction beyond the control of the hotel which prevents us from performing our obligations, the Hotel will make every effort to find suitable alternative accommodation in another venue but cannot be responsible for any additional costs incurred.

The hotel cannot be held responsible for the damage or loss of property belonging to clients or guests, however caused.

The client shall be responsible for any damage caused to the Kenwick Park Hotel, its building or contents therein by the wilful act or default of the clients or their guests. A booking may be cancelled by the hotel without prejudice should the event be considered detrimental in any way to the reputation of the hotel.

Force Majeure

Except where otherwise expressly stated in these conditions, we cannot accept liability or pay any compensation where the performance or prompt performance of contractual obligations is prevented or affected by or you otherwise suffer any damage or loss as a result of 'force majeure'. In these conditions, 'force majeure' means any event which we could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, terrorist activity or actual threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control.

Civil Ceremony

For all civil ceremonies taking place outside in the pavilion, couples are reminded that the registrar attending on the day will make the final decision whether the ceremony can take place outside, this is not made by Kenwick Management. This decision will be made 45 – minutes before the ceremony is due to take place.

When you have booked your wedding reception at Kenwick Park you will need to contact the registration services to book your civil ceremony wedding date and time. 01522 782244

The hotel takes no responsibility for arranging the ceremony booking.

In relation to any alternative terms, these will only be agreed and binding if such are confirmed by the hotel in writing, otherwise the terms and conditions set out herein shall be the terms and conditions agreed and accepted by both parties to the contract.

Please note by signing and returning the terms and conditions agreement you are entering into a contract in respect of which you are incurring liability whether or not the proposed reception/ function takes place. If we do not receive the signed terms and conditions back within 4 days from the date in which they were sent out it will be assumed that you agree to the terms.