

# The Rowley Manor Country House Hotel

## Wedding 'Terms & Conditions'

These Terms & Conditions are applicable to all Contracts of any kind made by Rowley Manor Hotel ( Little Weighton) and apply to all reservations, bookings and agreements for accommodation, dining, function room hire and use of all facilities at Rowley Manor Hotel.

Clients are invited to read these provisions and note their responsibilities, arrangements for payments, cancellations and limitations on the liability of Rowley Manor Hotel. The Contract is Conditional on payment of Deposit.

### ❖ Provisional bookings:

- We are more than happy to make a provisional booking for you for up to a maximum of 14 days. If we have not heard from you within 14 days, the date will be released back onto our system. The 14 day period starts from the date the request was made.
- If we receive a request from another Bride & Groom wishing to make a booking for your provisional date within your 14 day provisional period, we will contact you with the option to confirm the booking within 48 hours.

### ❖ Exclusivity:

- Should you wish to secure the exclusive use of Rowley Manor Hotel including its beautiful grounds for your sole use a hire charge of £1000.00 will be incurred. This charge does not include any other aspect of your event. Your exclusivity charge is payable in 2 parts, your first half falls due on confirmation of your confirmed booking along with your £500.00 deposit. Your second half of your exclusivity payment falls due 6 months prior to your wedding along side your second deposit which is outlined in (payment schedule)

### ❖ Civil Ceremonies:

- Rowley Manor is not responsible for booking civil ceremonies, The 'Bride & Groom' must liaise direct with The Beverley Registrars on (01482) 393600.
- Rowley Manors charge for a Civil Ceremony is £300.00

### ❖ Confirming your booking:

- No booking is considered confirmed unless a copy of our 'Terms and Conditions' have been signed and returned to us by the 'Bride & Groom' with a deposit of £500.00.
- The hotel will respond in writing confirming that your booking is in our system.

### ❖ What happens if I cancel?

- All requests to cancel any confirmed booking must be forwarded Via Recorded Delivery to Rowley Manor Hotel in writing by the Bride & Groom. The Rowley Manor Hotel will then respond in letter format confirming that the booking has been cancelled forwarding any cancellation invoices. Please note that e-mails will not be accepted as a form of cancellation.
- The following charges will apply depending on the time scale at which the wedding is cancelled, the value is based on the numbers given from your initial enquiry.

More than 12 months	Your deposit of £500.00 is retained.
9-12 months	25% value of your wedding reception.
6-9 months	50% value of your wedding reception.
3-6 months	75% value of your wedding reception.
Less than 3 months	The full value of your wedding reception.

- Any waiver or reduction of cancellation charges is entirely at the discretion of the Managing Director of The Rowley Manor Country House Hotel.

❖ When do I need to confirm my numbers?

- *Our conference and events co-ordinator will contact you 3 months prior to your wedding and invite you to the hotel for coffee and an informal meeting to confirm all final details. Provisional expected numbers can be given at this stage. Final numbers must be given to the hotel 21 days prior to your wedding. This number then becomes the minimum number charged for.*
- *An invoice for your event will be raised and your invoice settled 14 days prior to your event taking place.*
- *Set out below is your seasonal guide chart for minimum numbers.*

Day	Month	Minimum Wedding Breakfast	Minimum Evening Buffet
Friday Sunday	May, June, July, August, September	60 60	80
Friday/Sat Sat/Sun	March, April, October, November	40	60
Sat/Sun Fri/Sat Fri/Sat/Sun	May, June, July, August, September December	80 80 80	120
Saturday	April, October, November	60	80

❖ Guest Accommodation:

- *Our lovely 4 poster bedded Bridal Suite is our gift to you the 'Bride & Groom' for the evening of your wedding should your guests take all Rowley Manor Bedrooms.*
- *In the event you are booking a non-exclusive wedding, we reserve the right to take outside bookings from guests not part of the wedding party.*
- *The Bride & Groom are advised to take on the responsibility of allocating the bedrooms for their guests; this ensures that main family members do not miss out.*
- *All of Rowley Manor's 16 bedrooms are allocated to your party to ensure you receive exclusive use of the hotel. (Should you wish to take up the exclusivity Clause).*
- *Charges for any rooms not allocated to your guests will still have to be paid..*
- *Additional beds are available for selected rooms and are chargeable for Bed & Breakfast at a small fee of just £15.00 for children up to 12 years*
- *Additional beds from 12 years onwards £25.00 per person.*
- *Travel cots are available on request free of charge.*

❖ Payment:

- *A non-refundable deposit of £500.00 is required to confirm your booking.*
- *A second none refundable deposit of £500.00 is required 6 months prior to you wedding.*
- *The Rowley Manor Country House Hotel requires all outstanding balances to be paid in full 14 days prior to your wedding.*
- *A pro-forma invoice with your wedding final details sheet will be issued to you once we have confirmed all final details with you.*
- *No final balances can be accepted via American Express.*
- *Any charges incurred on the day of your wedding must be paid on departure*
- *Please note all credit card payments carry a 2% charge.*

❖ Insurance:

- *Wedding insurance is an essential contract part of Rowley Manor Hotel. The hotel management reserve the right to view the relevant certificate to ensure all costs are covered in the event of a cancellation through unforeseen circumstances. We are happy to make recommendations.*
- *Contracts of insurance are between you and your chosen insurance broker and do not involve*

The Rowley Manor Country House Hotel.

❖ **Entertainment:**

- You are more than welcome to arrange your own entertainment for your wedding, however there is a £65.00 charge for the music license for your evening reception.
- Live band entertainment is allowed on the premises and we are happy to make recommendations for the occasion. A small fee, of £50.00 will be applicable.
- We would request prior to the wedding that you obtain a photocopy of 'PAT' certificates to ensure that all DJ's/Band's equipment are safe to use on our premises.
- We are happy to arrange a disco. DJ for an agreed cost.

❖ **Other:**

- We can accept delivery of items in the run up to your wedding, providing you give us notice to secure storage space.
- Rowley Manor reserves the right to charge you the 'Bride & Groom' for any damage caused to the premises during your wedding reception by you or your guests.
- In the grounds and car parking CCTV is in operation. Rowley Manor will not be held responsible for any damage of theft to or from guest's vehicles.
- If for any reason beyond it's control (war, strike, lockout, act of God), Rowley Manor may cancel the contract without penalty.
- Please be aware that all our prices are subject to review to reflect current market trends. Any changes Government duty and vat will be applied as soon as they become applicable.

Date ..... of ..... Wedding

Signed ..... (Bride)..... (Groom)

Print names.....

Date ..... booking confirmed.....



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