

The Rowley Manor Country House Hotel

Wedding 'Terms & Conditions'

❖ Provisional bookings:

- We are more than happy to make a provisional booking for you for up to a maximum of 21 days. If we have not heard from you within 21 days, the date will be released back onto our system. The 21 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 21 day provisional period, we will contact you with the option to confirm the booking within 48 hours.

❖ Civil Ceremonies:

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

❖ 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 to The 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.
Less than 3 months	The full value of your wedding reception.
3-6 months	75% value of your wedding reception.
6-9 months	50% value of your wedding reception.
9-12 months	25% 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.
- Of course we will try to re-let the use of your date, should we be successful then a reduction in your cancellation fee will be applied.

❖ 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 14 days prior to your wedding. This number then becomes the minimum number charged for. Additions are welcome during the 14 days prior to your wedding.

❖ Guest Accommodation:

- Our lovely 4 poster bedded Bridal Suite is our gift to you the 'Bride & Groom' for the evening of your wedding.
- The Bride & Groom are instructed 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**.
- Charges for any rooms not allocated to your guests will still have to be paid for.
- Additional beds are available for selected rooms and are chargeable for Bed & Breakfast at a small fee of just £15.00 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.*

❖ **Insurance:**

- *We would advise that you take out insurance for a small premium to cover the cost of your wedding and any other liabilities relating to your wedding. 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 £40.00 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.*
- *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.*

❖ **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 from public property.*
- *If for any reason beyond it's control (war, strike, lockout, act of God), Rowley Manor may cancel the contract without penalty.*

Date of Wedding

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

Print names.....

Date booking confirmed.....



The Rowley Manor Country House Hotel

Rowley Road, Little Weighton, Nr Hull

East Yorkshire, HU20 3XR

Telephone: 01482 848248 FAX: 01482 849900

Web-site: www.rowleymanor.com e-mail: info@rowleymanor.com