

# Maes Manor Hotel

## Standard Terms And Conditions For Wedding Bookings

Maes Manor Hotel asks clients to be aware that all wedding bookings are conducted on the basis of our Standard Terms and Conditions

### 1. Confirmation

A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days, Maes Manor Hotel requires written confirmation and a non-refundable or transferable deposit of £400. The booking is confirmed on receipt of the deposit. **A charge of 2.5% will be applicable to all credit card payments.**

### 2. Payments

Six weeks before the date of your wedding a pro-forma invoice will be issued for the final total. Settlement of this is required 14 days prior to the date of the wedding. Any additional costs must be settled prior to departure. **A charge of 2.5% will be applicable to all credit card payments.**

### 3. Cancellations

Should you wish to cancel your booking; a charge will be made, calculated as a percentage of the total value, according to the scale highlighted below:

12 – 6 months before the wedding 25%, 4 – 6 months before the wedding 30%, 1 – 3 months before the wedding 50%, less than 1 month before the wedding 100 %. All cancellations should be confirmed in writing by the client. Cancellation will be in effect from the date of receipt of written confirmation. The cancellation fee must be paid 4 weeks prior to the wedding date (excluding weddings cancelled in this time in which case payment is due in full immediately).

The hotel recommends that you consider Wedding Insurance to cover costs in the event of cancellation.

### 4. Minimum Numbers

The hotel reserves the right to set minimum numbers for all weddings. **(Excluding MON - THURS)** Each of these weddings must have a minimum number of 80 adult guests for the wedding breakfast. Where numbers fall below this number, you will be charged a shortfall fee structured on the following basis. Numbers between 50 – 79, £33.00 x the shortfall in number and numbers less than 50, a £500 room hire charge will be incurred. A room hire charge will be incurred for wedding ceremonies held at the hotel.

### 5. Confirmation Of Number Of Guests

Approximate numbers must be confirmed with the hotel at the time of booking. It is this figure that will act as the minimum number of guests to be paid for in the event of a cancellation. Final numbers must be confirmed with the hotel 14 days prior to the wedding along with final payment.

### 6. Food & Beverage

Evening buffets must be ordered for the total number of guests attending the evening function. Any wines or spirits brought to the Hotel are subject to a corkage fee, you will need to confirm the costs with the wedding co-ordinator. No outside catering other than chocolate fountains are permitted at the Hotel.

### 7. Damage

The client is responsible to Maes Manor Hotel for any damage caused by the client or their guests or agents.

### 8. Wedding Brochure Information

All information and prices in this brochure were correct at the time of printing and are subject to change without prior notice. Maes Manor Hotel cannot accept responsibility for any errors or omissions. Please ensure that prices are correct for the year that your wedding takes place.

### 11. Data Protection Act

Any information supplied to Maes Manor Hotel, is held in accordance with the Data Protection Act 1984 and may be used by Maes Manor Hotel to keep you informed of special offers and promotions we believe are of interest to you. We do not disclose personal information to any other organisation.

Signed Groom .....

Print Name .....

Date .....

Signed Bride .....

Print Name .....

Date .....

Signed Wedding Co-ordinator ..... Date.....