



Welbeck Manor

WEDDING TERMS AND CONDITIONS

Introduction

Welcome to Welbeck Manor and your special and unique day. Our commitment to you is to help throughout your journey from planning to delivery doing all we can to make this the most memorable and special day. Everyone is an individual and so is every wedding so please tell us what you want so we can build the perfect occasion.

Hotel Use

Your time at Welbeck starts with the exclusive use of the 11 bedrooms, courtyard from 2.00 pm on the day of your wedding to 7am on the day of your departure, with your check out being 10am. The bedrooms include two family and two dog friendly rooms and well behaved dogs are allowed in the bar area.

Hotel Bedrooms For You and Your Guests

Our packages all include a complimentary night or two in the Bridal Suite based on the minimum stay requirement. The bedrooms must be allocated by the client. The guests allocated to each room must contact the hotel to pay for the room at least 30 days prior to the first night stay. If rooms are not paid for by the guests, or if cancelled, the costs will be the responsibility of the client. Where any more than 2 persons are allocated to a room (apart from the family rooms), this must be agreed in writing with the wedding co-ordinator as additional charges may be made. We have a limited number of camp beds (for children under 12 years old) and travel cots and therefore clients should detail on the accommodation Schedule if they require additional accommodation.

Guests Numbers

The present bar and restaurant can accommodate a maximum of 50 seated guests for the wedding ceremony, 50 seated for the wedding breakfast or 70 buffet style. For larger weddings a marquee would be required and this would allow up to 200 guests.

Pets

We have a limited number of rooms that are dog friendly. There is a supplemental charge which can be provided on request (at time of booking). Well behaved dogs are:

- Are permitted on the external terraces and in the public rooms of the hotel, apart from the restaurant unless they are assistance dogs.
- Dogs must be kept on a lead at all times when in public areas of the hotel.
- Any damage or loss of either the hotel property and/or guest property may result in charges being applied to your account.

Suppliers

We have a list of approved suppliers and require you to choose from this list unless an alternative is agreed with your wedding coordinator.

Premises Licensing

The hotel is licensed for civil ceremonies both in the hotel and set locations in the grounds. We will assist you in organising the registrar / celebrant however it is your responsibility to ensure a registrar is booked and available. Booking a registrar cannot be done more than 12 months before the wedding date.

South Hams Register Office Telephone: 0345 155 1002

The Hotel has a full liquor license and entertainment licence. The bar will close at the same time as the entertainment finishes, unless this has been agreed with management and any required licensing extensions obtained subject to any agreed additional charges. Residents, can with prior arrangement with the manager, order drinks after this time but can only pay for these by charging to their room.

Weddings Terms and Conditions

In order to facilitate the smooth delivery of your wedding we request that all deliveries by suppliers are made and removed within the exclusive use period, unless specifically agreed with your wedding co-ordinator in writing. The hotel does not accept any responsibility for any goods provided by a third party while they are on the premises. If you want special equipment or activities such as bouncy castles, slides these need to be agreed with your wedding co-ordinator in writing at least one month prior to the wedding. Suitable and sufficient risk assessments for such equipment will be required and evidence of insurance. Gifts brought to the reception will normally be taken to the Bridal Room, unless an alternative has been agreed with your wedding co-ordinator, however we cannot take responsibility for these.

Room and Table Dressings

We will work with you to ensure the hotel is dressed as you want. We ask that any fixings etc do not damage the fabric of the building or décor, where this does occur the cost to address will be the responsibility of the client. Table Additions such as place cards, favours etc should be delivered in labelled bags one per table. Your wedding coordinator will advise the best time to drop these off with us. Normally a charge is not made for placing these however if they are complex / time consuming to place we reserve the right to charge. At the end of the reception it is your responsibility to collect any gifts, remaining celebration cake, etc. The hotel will help to collect the items together but cannot be responsible if any items are missing.

Liability

We cannot be held liable for the failure of public services (water, gas, electricity etc) or for any noise or disturbance beyond our control. In all cases (except personal injury or death), our liability to you for the total of all claims arising out of your event is limited to the cost of the booking. Personal belongings, Including presents are the responsibility of each member of the party. We will accept no liability whatsoever for any accident, loss or damage to your property unless it is demonstrably due to our negligence. Loss or damage to any items must be reported to the Duty Manager before departure, otherwise no claim will be accepted.

Behaviour

The client shall be responsible for the behaviour of their guests and any damage to hotel property, including theft and water damage. Guests should not be excessive or rowdy and offensive and illegal behaviour will not be tolerated. Consideration must be shown to other guests and our staff. We reserve the right to recover from the person making the booking any discretionary compensation payment or discount we may have to pay other guests as a result of your actions, or that of members of your party. Our guests and staff alike should be treated with respect and dignity at all times. Threatening and offensive behaviour (at any stage) may result in the hotel cancelling the wedding altogether with all the accommodation, if we feel, at our sole discretion, that you or members of your party have infringed.

Music and Amplification

In respect of our community we require that any music or amplification is set at a level that does not cause disturbance to our neighbours. The volume is to be kept at a reasonable level at all times and no live music is permitted after 11.30pm. We reserve the right to reduce the music volume to an acceptable level based solely on management discretion. Where all rooms are for exclusive use of the wedding party background music is acceptable until 12.30am, at the sole discretion of the duty manager. We do not take responsibility for copyright issues and clients should ensure that they have covered this appropriately before copying music to disc. The hotel has a music licence.

Streamers/ Party Poppers/ Confetti / Candles

These are generally not permitted. Our concerns relate to environmental impact. Your wedding co-ordinator can agree the use of bio-degradable Confetti in limited areas. If your guests use any of the above we reserve the right to address this through the damage deposit.

Damage Deposit

A damage deposit of £750.00 needs to be paid with the balance of the estimated wedding cost, 3 months prior to the event. Any damage caused by the guests are the responsibility of the client and all costs including interruption to business will be deducted from the damage deposit and if this is exceeded the excess will be added to the clients bill.

Reservation Deposit

The initial date reservation deposit of £1000 is non-refundable if the wedding is cancelled. Payment of the reservation deposit is deemed as the client's acceptance of our terms and conditions as detailed herein.

Parking and Cars

All vehicles are parked at the owners' risk and the hotel accepts no liability for any damage, loss or theft when parked on the premises.

Corkage

If Guests bring any wine, beer or spirits for consumption on site corkage will be applied at the rate the manager considers to be appropriate. But as an example for a bottle of still wine a charge of £20.00, for a sparkling wine £30.00 per bottle, for Champagne £50.00 per bottle, for spirits £50.00 per bottle and beer pre can or bottle £6.00.

Insurance Coverage

We strongly recommend clients take out adequate insurance to cover all costs arising from cancellation and damages.

Contract Terms

Booking confirmation is subject to accepting, signing and returning this document along with the deposit. Once the date and time of the wedding has been agreed, we need your address(es), full contact details, written confirmation and the deposit to make the booking contract with you both. The timing of the ceremony and reception must be agreed at this point. By paying your deposit you are accepting our Terms and Conditions.

Payment

Non-returnable deposit required to secure the date and venue and must be paid within 14 days of a provisional booking

- 12 months prior to wedding a further payment to bring the amount held to 25% of the projected cost
- 6 months prior to the wedding a further payment 75% of the projected costs, if not already covered by the above.
- 3 months prior to the wedding the balance to be paid excluding rooms
- One Month prior to the wedding all rooms to be paid for in full
- One month prior to the wedding: all arrangements, including contracted accommodation, menu choices and dietary requirements and allergen Information), to have been finalised. Credit terms are not available and 30 days before the wedding we need final numbers. Extra guests (or services) must be paid for at this time. After this date, there will be no refunds if numbers decrease.

If you fail to pay any of the above on time, we reserve the right to cancel the wedding. There will be no refund and you will be liable for full cancellation charges.

Cancellation and significant changes

Charges, as listed below, will apply if you cancel your wedding or if there is a postponement/change of date as this will be deemed a cancellation: Over 12 months' notice: the deposit will be returned if the facilities are re-sold. Between 6 and 12 months' notice: 25% of the estimated cost will be payable. Between 5 months and 3 months notice: 75% of the estimated cost will be payable Less than 3 months under notice: 100% of the estimated cost will be payable

Our payment terms are as follows:

Due Date	Item	Amount
Initial Reservation	Provisional Booking (to reserve a date for 14 days)	No Cost
Confirmed Reservation of Date	Reservation Fee (Non-refundable)	£2000 (Entire Weekend) £1000 (Other Days)
12 Months Prior To Wedding	Second Payment	Additional amount to 25% of estimated cost
5 Months Prior To Wedding	Third Payment	Additional amount to 75% of estimated cost
3 Months Prior To Wedding	Fourth Payment	Full balance of estimated cost to be paid plus £750 damage
30 Days Prior To Wedding	Deadline of day or evening guests, all room payments to be made	Full charges apply after this time- scale
On Departure		Balance/Refund

Date

Date

Name

Name

Signed

Signed

Date

Staff Member

Signed