

Terms & Conditions

- Please refer to insert for current Civil Ceremony room hire rate.
- Provisional bookings are held for a maximum of two weeks only, and will be then automatically cancelled without notification.
- When confirming a booking please observe and follow the booking conditions below: A deposit of £1000* is required to confirm the booking (NON REFUNDABLE) within fourteen days of the provisional booking being made. (*For smaller day time events a percentage of the final bill will be applied). The booking form must also be completed and attached.
- Full payment of the invoice must be made 4 weeks in advance of the event otherwise the hotel reserves the right to cancel the event and no payments made to the hotel will be refunded.
- Upon cancelling your event the following charges will be levelled, excluding the non-refundable deposit:
 - Cancellation less than 8 weeks before the date of the event 100% of the total price.
 - Cancellation between 16 weeks and 8 weeks before the date of the event (both dates inclusive) 75% of the total price.
 - Cancellation between 26 weeks and 16 weeks before the date of the event 50% of the total price.
- When making your initial booking and completing the booking form please consider your numbers attending both day and night very carefully as only a drop in numbers of up to 15% will be accepted in reference to the final invoice on both (i.e. Booking form 80 people stated daytime, minimum charge on final invoice 68.)
- Ultimate final numbers are to be confirmed 72 hours in advance with the Wedding Co-ordinator or a Manager, these are the numbers that will be catered for and charged for in full. Payments by credit card may only be made in person at the Hotel and will be subject to a 2% surcharge, there is no surcharge for Debit cards.
- Children between the age of five and under ten will be charged at 60% of the menu price. Children under five - meals are free (there will however, be a supplement where chair covers are required).
- All pre orders on menus must be given in writing 14 days before the event.
- All food and drink must be purchased from the hotel. *Due to the terms of our license, any persons found bringing their own alcohol onto the premises will be escorted out and may result in the function being closed.
- During peak times the Hotel only caters for sit down meals during the daytime event and not buffets.
- Regular contact must be maintained with the Hotel through the duration of the booking.
- Weddings who choose not to have an evening event must depart the Function room no later than 5.30pm, unless prior negotiation. The Ashbourne Bistro is reserved for dining only.
- All Bars will close at 12.15am and the Function will close at 12.30pm prompt. Due to licensing restrictions all non-residents are to leave no later than 12.45am, after this time a residents only bar will be operated.
- The Hotel reserves the right to close the bar at any time if it feels there is sufficient cause to do so.
- Any damage caused to the Hotel by any of the event attendees will be the responsibility of the persons who booked the event and may result in charges being made.
- The prices listed in this Brochure are for the year indicated only. Due to circumstances beyond our control or market influences the Hotel reserves the right to withdraw certain menus or products without prior notification and/or change menu prices accordingly. Prices in this brochure are inclusive of VAT at the rate of 20%. All accounts will be charged on prices ruling at the time of the event, with any subsequent increases in VAT being chargeable.
- Any external contractors (i.e. entertainers etc) must provide proof of Public Liability and contact the Hotel at least 1 month in advance.
- Any rooms required by the guests are to be booked on a first come, first served basis, and must be guaranteed with a credit card at the time of booking - no provisional bookings can be made. Any rooms not cancelled within the specified time will be charged in full to the credit card. It is the responsibility of individual guests to book promptly and provide appropriate confirmation.
- Please note, hotel accommodation is available to book live online and as such we cannot guarantee availability of rooms. It is the responsibility of individual guests to book promptly and provide appropriate confirmation.
- All Coach Pick-ups (and Drop-Offs) must be carried out in the Hotel Car Park.
- No Chinese Lanterns or Fireworks may be set off from the Premises.
- Booking the registrar is the responsibility of the bride and groom.

(Please bring this with you when paying the booking deposit)

Date of booking ____ / ____ / ____ Booker's Name: _____

Partner One's Name:

Partner Two's Name:

Address:

Tel / Mob:

Email:

Function Date:

Function Day:

Arrival Time:

Package:

Civil or Church:

Service Time:

Price: Quote attached: Yes / No

No. of Guests Day:

No. of Guests Night:

Extras: Fairytales Covers / Sashes Fairytales Orchid Extras Ashbourne DJ

To submit your wedding playlist, please visit: www.essentialassortment.co.uk/ashbourne

Special Requests:

Date £1000 Non-Refundable Deposit Paid:

Final Balance to be Paid:

I have read and accept the terms & conditions as set out in this brochure: Yes

I would like the hotel to send me further information on future promotions: Yes No

I give permission for The Ashbourne Hotel to use my wedding photography for future marketing purposes: Yes No

Signed By:

Date:

Provisional booking made: ____ / ____ / ____ Held until: ____ / ____ / ____