

# The Brackenborough HOTEL

## Terms & Conditions

- Please refer to tariff insert for current Civil Ceremony room hire charges.
- For the Signature Suite a minimum of 50 people day time and 70 people night time applies, however this may be negotiable dependent on availability and season.
- For the Tennyson Suite a minimum of 80 people day time and 100 people night time applies, however this may be negotiable dependent on availability and season.
- 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).
- Full payment of the invoice must be made 6 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 levied, excluding the non-refundable deposit:
  - Cancellation less than 12 weeks before the date of the event 100% of the total price.
  - Cancellation between 16 weeks and 12 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 ten will be charged at a reduced rate. Please ask your wedding co-ordinator for further details. Children under five are free (there will be a supplement where chair covers are required). All pre-orders on menus must be given in writing 14 days before the event.
- A minimum of 80% of the guests must be catered for the evening, however dependent on timings this may be negotiable.
- 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, dependent on availability and season this may be negotiable.
- 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 arrangements have been made with the hotel. The Brackenborough bistro is reserved for dining only.
- All bars will close at 12.30am and the function will close at 12.45am prompt. Due to licensing restrictions all non-residents are to leave no later than 01.00am, after which 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 incurred.
- 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 current 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 must provide proof of Public Liability and contact the hotel at least 1 month in advance.
- Please note, hotel accommodation is available to book live online and as such we cannot guarantee availability of rooms. Any rooms required by 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. 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 may be set off from the premises.
- Fireworks are permitted, but must be organised by a registered company, and Public Liability and insurance documents must be supplied to and approved by the hotel.
- If you opt not to have our disco, then your own disco choice must be approved by Oak Ridge Hotels once the necessary documentation has been supplied.

(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:

Function Room:  Signature Suite  Signature Patio  Minster Suite  Tennyson Suite  Tennyson Land

Extras:  Fairytales Covers / Sashes  Fairytales Orchid Extras  Brackenborough DJ

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 Brackenborough Hotel to use my wedding photography for future marketing purposes:  Yes  No

Signed By:

Date:

Provisional booking made: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Held until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_