



## TERMS AND CONDITIONS

### Standard Terms and Conditions for Weddings

Client should note that business conducted with Court Colman Manor is conducted on the basis of our standard terms and conditions.

#### 1. Confirmation of Bookings

Bookings will be treated as Confirmed once the contract is signed. The contract should be signed at the time of booking failure to do this may result in the booking being cancelled.

The client must inform Court Colman Manor in writing the final numbers of guests attending not less than 28 days prior to the Wedding. No reduction in cost will be made if numbers are reduced after this time. Payment by the client will be calculated on the basis of the final number who actually attend the wedding. Whichever is greater. We will require the following details like menu choice, meal timings, and table plan 28 days prior to the wedding.

#### 2. Deposits and payments

A "Non Refundable/Transferable Deposit" of £1000.00 is required to secure the booking.

100% of the outstanding estimated bill (less the deposit) is payable not less than 28 working days prior to the wedding.

If in the final confirmation of details, if the number of persons attending the function is reduced by 10% or more from the original number guaranteed, the Court Colman Manor reserves the right to be able to change the booking to a different suite as best fits the number involved, with suitable notification to the client. A room hire charge may also be levied.

If the client asks Court Colman Manor to provide items or services which Court Colman Manor has had to obtain from an outside supplier, then the charge for the outside supplier's fees will appear on the invoices from Court Colman Manor to the client. If a deposit is required to secure these services Court Colman reserves the right to obtain the deposit from the client to cover this. Similarly if Court Colman has paid a deposit to an external supplier on behalf of their client and the client no longer requires these services then the deposit paid will be non-refundable and non-transferrable to the clients overall wedding balance.

However, if these services or items are arranged by the client directly with their own supplier the client will be responsible for the invoices and not Court Colman Manor.

The Court Colman Manor cannot be held responsible for any goods delivered to the Court Colman Manor for use by the client. Any belongings left by the client or their suppliers must be collected within 24 hours of the event finishing.

#### 3. Additional Items

If any additional charges are incurred on the day of the wedding or after the date the invoice has been sent to the client for payment, the Court Colman Manor require payment for such items on the day of the wedding unless the client has previously arranged credit facilities with Court Colman Manor.

4. No food or drink other than that purchased on the premises may be consumed on the premises.
5. The Management reserves the right to refuse admission.
6. The client is responsible to Court Colman Manor for any damage caused by the Client or his or her guests, agents, employees etc to any areas of the hotel. The client agrees to indemnify third parties as

a result of any negligence. Third party suppliers will be required to provide the hotel with a copy of their liability certificate no later than 21 days prior to the wedding.

7. No alcoholic beverages may be purchased or consumed by any person under the age of 18 years old. The staff reserve the right to refuse service if they feel the need to do so.
8. The use of confetti is not permitted in either the interior or exterior of the hotel premises. A contamination charge of £350.00 will be applied in the event of confetti being used on the premises.
9. The use of fireworks and Chinese lanterns are prohibited at the Court Colman Manor.

#### **10. Cancellation fees**

The Court Colman Manor will make a charge for cancelled bookings calculated at a percentage of the total booking value. For these purposes the total booking value shall be calculated in accordance with the number notified by the client to the Court Colman Manor in the information of booking or alternatively in the final confirmation of numbers, whichever is later.

Cancellation period	Percentage Charge
Cancellation less than 6 months prior to the Wedding	25% of the total booking value
Cancellation less than 4 months prior to the Wedding	50% of the total booking value
Cancellation less than 3 months prior to the Wedding	75% of the total booking value
Cancellation less than 31 days prior to the Wedding	100% of the total booking value

Clients should confirm all cancellations in writing.

Any costs incurred for a wedding, such as accommodation and bar takings, that would not otherwise have been incurred, will be charged in the event of cancellation unless Court Colman Manor are able to mitigate their loss.

#### **11. Postponement**

Should the Client choose to postpone their Wedding date this must be done in writing outside of the cancellation period. Should the Client postpone within the cancellation period the terms of the cancellation period will still apply. A further deposit will be requested for the new wedding date and the new date will be subject to any price increase that has been introduced by the venue or their suppliers. A new contract relating to the new date must also be signed by the client.

12. Court Colman Manor reserves the right to cancel any booking without liability on its part. In the event of the Court Colman Manor's preparation of serving areas are damaged or destroyed by fire or other cause, or if a strike, act of God, national emergency or other unforeseen event of any kind shall interfere or interrupt or make the caterers performance under this agreement impossible, including the refusal of alcoholic licences by the Licensing Justices, then neither the Court Colman Manor nor the client shall have any further rights or responsibilities hereunder. In the event of such termination the Court Colman Manor shall promptly return any deposit or advance payment received to the client and the client hereby waives any claim to performance, damage or compensation which might otherwise arise or result from this agreement by its termination.

#### **13. Insurance**

Court Colman Manor do not insure any items brought into the Manor by the client or the client's guests. Court Colman Manor therefore respectfully suggest that if the client plans to leave any item unattended in the Manor during the client's stay, then the client would need to check that the client has arranged adequate insurance cover against their damage, loss or theft.

