



# WASHINGBOROUGH HALL

## Wedding Reception Terms and Conditions

1. A provisional booking will be held for 10 days from date of enquiry, after which time a deposit of £1000.00 and a signed copy of these terms and conditions are required to secure your preferred date. If no deposit has been received the provisional booking will be released.

2. Upon receipt/confirmation of cleared funds of the deposit you will receive written confirmation of your secured date.

3. For a Function held on a Friday or Saturday between April 1st and September 30th all 12 bedrooms are required to be booked. For a Function held on a Saturday between October 1st and March 31st all 12 bedrooms must be booked and for a function held on a Friday between October 1st and March 31st a minimum of 6 bedrooms must be reserved. If there is to be a disco or live music then all bedrooms must be reserved irrespective of time of year.

4. For an evening buffet a minimum of 85% of Guests attending must be catered for\*

5. Four Months prior to the event date 50% of the predicted balance is required.

6. Final numbers will be required 21 days prior to the function date. A pro-forma invoice will then be raised and sent on for full payment. This payment must be received 14 days prior to the event.

7. The numbers stated 21 days before the function will be the numbers confirmed for payment. Should the numbers decrease no allowance will be given, should the numbers increase these will be charged in proportion to confirmed numbers. Should the numbers of guests increase, the Hall will endeavour to accommodate and cater for the higher number, although the Hall cannot be held responsible for any failure to provide for the increase in numbers.

8. The seating plan must be notified to the Hall one week prior to your function.

9. Once payment of the pro-forma has been received, any subsequent cancellations will not be refunded in any part or form.

10. Written notification of a change of date must be given at your earliest convenience but not less than six months prior to the event date. All changes of date will incur a £250.00 administration fee if the date is available. Date change requests made less than six months prior to original date booked will not be considered.

11. Washingborough Hall offers a Complete Wedding Package and does not allow the use of outside caterers. The Hall has its own preferred florist; if the client prefers to use their own floral supplier then finished flowers may be delivered on the morning of the wedding.

12. The client shall be responsible for any damage caused to the allocated rooms or to furnishings, utensils or equipment therein by act, default or neglect of the client, sub-contractor; or guest of the client and shall pay to the Hall on demand, the amount required to make good and remedy any such damage.

13. Under no circumstances are food and/or beverages not supplied by the Hall allowed in the Hall premises or grounds by the client or their guests without the prior consent of the Hall given in writing. Failure to do so will result in the Hall levying a charge to the client.

14. Washingborough Hall does not accept responsibility for the return or storage of any items hired by the client from an external supplier.

15. The client will be responsible for the orderly and safe conduct of the function and will have regard for the statutory laws concerning licensing and entertainment provisions relevant to the event and comply with all responsible instructions from the authorised Hall representatives.

16. If the conditions concerning pre-payments of deposit (non-refundable), interim payments or full payments are not upheld by the client, the Hall reserves the right to cancel the event by informing the client in writing, by fax or by email to the address indicated by the client.

17. Hiring of the function rooms does not entitle the client to have sole use of the Hall and its facilities and grounds except where the Hall has been hired on an exclusive use basis.

18. The Hall reserves the right to alter the allocated function room if numbers originally stated increase or decrease and alter any room hire charges accordingly.

19. The Hall reserves the right to vary the menu or wines specified in the unlikely event of the items being unavailable.

20. Guest special dietary requirements and allergies to food items should be notified to the Hall at least one week prior to the event in order for alternative food items to be arranged. The Hall will not accept responsibility for guest dissatisfaction if not notified about special dietary requirements in advance.

21. The Hall continually strives to improve levels of comfort and the quality of services in all areas and certain areas of the Hall may be subject to continued refurbishment.

22. The Hall cannot accept liability for items lost, stolen or damaged whilst in the Hall, Car Park or grounds unless deposited with the Hall reception.

23. The Hall only allows the use of biodegradable confetti in its grounds. If other confetti is used then a charge will be levied for clearing.

24. In order to comply with licensing laws, music must cease at 11pm Sunday to Thursday, with last orders at the bar 10.45pm. On Fridays and Saturdays, music must finish by midnight and last orders at the bar are 11.30pm.

25. The event shall be terminated at the time stated. A charge may be made for any additional labour costs incurred resulting from late commencement or conclusion of any function.

26. The Hall reserves the right to cancel any booking, without liability on its part in the event of any damage or disruption to the Hall by fire, flood, power failure, industrial action, weather conditions or any other cause beyond the control of the Hall Management which will prevent the Hall from fulfilling its obligation to the client.

27. In the case of Government changes on taxation no notice need be given (even if the booking has been confirmed in writing, the Hall is obliged to pass these on).

\* A surcharge will be applicable, should the minimum number not be reached. This will be at the chosen menu cost.

### Cancellation Terms and Conditions

1. Upon receipt of the £1000.00 deposit you have 14 days during which you may cancel the function. Your deposit will be refunded less a £75.00 administration fee.

2. After 14 days, the total deposit of £1000.00 paid to the Hall is non-refundable.

3. Cancellation thereafter of a confirmed wedding booking must be made in writing and a cancellation charge will be payable to the Hall calculated on the following basis:

12 calendar months or longer - No charge  
Between 12 and 6 calendar months - 25%  
Between 6 and 2 calendar months - 50%  
2 calendar months or less - 100%

Percentages based on estimated total account amount.

**YOU ARE STRONGLY ADVISED TO TAKE OUT INSURANCE IN ORDER TO COVER YOURSELVES IN THE UNLIKELY EVENT OF YOU HAVING TO CANCEL YOUR FUNCTION.**  
*The laws of England shall govern this agreement*

**By signing this agreement you confirm that you have read and agree to be bound by the above terms and conditions.**

Date of Function: \_\_\_\_\_

Client Name(s): \_\_\_\_\_

Client Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_