

Wedding terms & conditions



MANOR HILL

Your wedding booking at Manor Hill House Ltd shall be subject to the following terms and conditions:

Booking

A verbal provisional booking is acceptable but all bookings will need to be confirmed within 10 days by agreement to these terms and conditions and payment of a non-refundable reservation fee.

Prices

Fees are determined on the basis of an agreement between Manor Hill House Ltd and the client. The client is required to adhere to the agreed schedule of payments and all accounts are to be paid in full prior to the date of the function, as well as a £400 damages deposit which is refundable two weeks after the event.

The damages deposit is for:

- Any damage wilful or otherwise that may occur during the function
- Rooms not being left in a reasonable state
- Any additional costs incurred as a consequence of the function

Manor Hill House Ltd reserves the right to withhold the deposit, or any part of it, if we believe any of the terms and conditions have not been upheld, and to invoice the client if costs exceed this sum.

Final guest numbers are required 6 weeks prior to the wedding and will be the numbers charged for on the final invoice. No refunds for cancelled guests will be made after this date.

I have read and agreed to the terms and conditions.

Date of Wedding: _____

Client Name: _____

Signature: _____

Client Name: _____

Signature: _____

Date: _____

Payment

Payment of the reservation fee can be made by debit card, credit card or bank transfer to:

Manor Hill House Limited
HSBC Sort Code **40-19-27**
Account number **41534025**

General

No wines, beers, spirits or food may be brought onto the premises, unless prior written consent has been obtained.

"Your Questions Answered" forms part of these terms and conditions.

Food costs may vary due to market fluctuations.

Liability

Manor Hill House Ltd will not accept any responsibility for any loss or damage to personal belongings.

Cancellation

If you cancel your event, please confirm in writing.

- Cancellation more than 6 weeks prior to the event:
 - No refund of reservation fee or stage payments
 - The final invoice balance is not payable
- Cancellation less than 6 weeks prior to the event
 - The final invoice is payable in full

You are advised to purchase appropriate insurance.