

# The Greenhill Hotel

## Booking Terms and Conditions

**Please read the following carefully before signing the booking form.**

A provisional booking will be held for 14 days, if during that 14 days we receive an enquiry for the same date you will be required to either confirm the date or cancel the booking . After this time if we have not received a deposit and confirmation your booking will be released.

To confirm your booking we need a completed booking form giving the following:

- a) The name of the Bride and Groom and the relevant address and telephone numbers.
- b) We need an idea of the approximate number of guests attending to help us with our forward planning.
- c.) The booking has to be accompanied by a non-refundable deposit (see Payments)
- d) The hotel will then confirm in writing or e -mail that your booking has been accepted.

### **PAYMENTS**

The following pre-payments will be required:

- A) To guarantee the booking: 10% of the estimated charges. \*
- B) At 4 months prior to function date: 50% of the outstanding balance of estimated charges.
- C) At 4 weeks prior to function date: 100% of the total bill.
- D) Not withstanding any other Terms or Conditions, these deposits are non-refundable and non-transferable.

### **CANCELLATION POLICY**

- a) If the booking is cancelled more than 12 months before the wedding date there will be no additional charge.
- b) If the booking is cancelled 12 to 6 months before the wedding date there will be a charge of 25% of the estimated costs.
- c) If the booking is cancelled 6 to 3 months before the wedding date there will be a charge of 50% of the estimated costs.
- d) If the booking is cancelled within 3 months of the wedding date there will be a charge of 100% of the total costs.
- e) All pre-payments are non refundable and non-transferable.

***WE THEREFORE STRONGLY ADVISE YOU TO TAKE OUT  
AN INSURANCE POLICY TO COVER ANY EVENTUALITY***

# **Booking Terms and Conditions Continued**

## **THE HOTEL AND FACILITIES**

Food and beverage - menus, wine lists and bar drinks items and prices may be subject to long term changes, those provided initially may only be used as a guide. The hotel reserves the right to impose tariff changes required as a result in government levies, particularly excise duty and the VAT rate on all bookings. Your final choice of pre meal drinks, wine, menus and their costs shall only be made and confirmed within the four months prior to your wedding. In the event that our suppliers are unable to provide your original choice of wine, the hotel reserves the right to request alternative wines chosen where the suppliers' substitute is not acceptable to you.

## **WEDDING BREAKFAST AND EVENING RECEPTION**

For Friday and Saturday bookings we require both the wedding breakfast and evening reception to be held at The Greenhill Hotel.

Saturdays the minimum numbers will be 50 for the wedding breakfast and 100 for the evening reception.

## **EVENING BUFFET**

During the evening reception a buffet must be supplied to your guests for no less than the current minimum charge and must be catered for your agreed numbers. To ensure compliance with food hygiene and health and safety legislation, once removed from the temperature control in the kitchen, buffet food may only be left available for consumption for a maximum of two hours. Therefore all food will be removed and must be discarded. The hotel does not permit unused food to be taken by guests for consumption at a later time and no refund is made for discarded items.

## **ENTERTAINERS**

The hotel reserves the right to refuse any form of proposed entertainment that it considers would be detrimental to the hotel's reputation or disruptive to other guests.

The use of strobe lighting and dry ice machines is prohibited.

- a) Our permission must be granted before any electrical equipment including amplification and lighting may be used.
- b) Entertainers who have not previously worked at The Greenhill Hotel must make a visit prior to the wedding date to ensure they are aware of our requirements, the physical restraints of the room in which they will perform and to agree their equipment layout which will be noted on the functions file.
- c) All entertainment services must supply a valid copy of their current insurance policy to the hotel.

# Booking Terms and Conditions Continued

## **INSURANCE**

With regard to damage of or damage to private property we strongly advise that you make provision to insure property brought onto the premises, the hotel will not accept any further liability than is required by the provision of the hotel proprietors act 1956

## **CARDS AND GIFT POLICY**

Please can you nominate a member of your wedding party, we suggest the Best Man or an Usher, to take responsibility for collecting all cards and gifts before the wedding breakfast and during the evening reception. This can be confirmed at your details meeting

Gifts and cards need to be taken to a bedroom, we suggest the Bride and Grooms, by the nominated person.

**Guests will not be able to leave cards or gifts with reception or any other member of staff.**

Any cards received by post will be kept in the hotel safe until the wedding day and given to the nominated person on the day.

Gifts that are too large to be placed in safes, must be placed in the Bride and Grooms bedroom.

## **AGREEMENT NOTES**

We ask that all items ie candles, flowers vases, cake stands ets (including those from suppliers) are collected from the hotel within 7 days after your wedding, if any items are left at the hotel for over 7 days we cannot guarantee that these items will be kept.

The hotel reserves the right to charge the wedding with any damages that may be incurred by the wedding guests to hotel property

The hotel reserves the right to set a minimum deposit requirement (£250)

Therefore if your 10% estimated charge is below £250, this is the amount we will charge.