

WEDDING BOOKING FORM

I would like to confirm my booking for:

A Marriage Ceremony for _____ (estimated no.guests) at _____ (time)
Please make sure you do not exceed the maximum numbers for the room

A Wedding Reception for _____ (estimated no.guests) which we expect will include:
Adults _____ Children under 12 _____ Babies under 2 _____

An Evening Party for _____ (estimated no.guests)

Day and Date of Wedding _____

Full Name of Bride/Groom: Mr/Miss/Ms/Mrs _____

Full Name of Bride/Groom: Mr/Miss/Ms/Mrs _____

Address to which correspondence should be sent

Telephone: Bride/ Groom Mobile _____ Landline _____

Bride/ Groom Mobile _____ Landline _____

Email address _____

Name and Address where damage waiver is to be returned

I would like to book _____ bedrooms with your front office which I will allocate myself. I understand that room cancellations must be in writing and a cancellation number obtained.

I have read the Wedding Pack and agree to abide by the above Terms and Conditions in respect of my booking at Langrish House.

I enclose a cheque for £ _____ being £1125.00 Deposit and £300.00 Room Deposit*

*Please Delete if appropriate.

Langrish House Hotel Ltd.

BACS: Langrish House Hotel Ltd., Sort Code: 40-06-29

A/C No: 52079178

We also accept a Debit/Credit Card payments via the telephone. (Credit Card Payments will incur a 2.5% surcharge)

Signature _____ Date _____



LANGRISH HOUSE

TERMS & CONDITIONS

WEDDINGS, CIVIL MARRIAGE CEREMONIES AND SIMILAR CELEBRATIONS

Our obligations to you

We agree to provide our services to you in fulfilment of the written service agreement which is included with your booking package.

Booking

Once you have discussed your requirements and date with us we will make a provisional booking for you. This provisional booking will be held for 14 days. Within 14 days of placing the provisional booking we require a deposit of £750.00 together with a signed booking form from you. Any provisional booking not confirmed in this way will be released. If you require longer than 14 days please very kindly discuss this with us.

Three months after the booking is confirmed you shall pay a further deposit of £500.00 to us. We will send a reminder letter to you for payment of this sum. We request that you confirm arrangements with us at least two months prior to the event.

Payment

In payment of the services to be provided by us you shall pay the following amounts:

- Deposits of £750.00 and £500.00 as detailed above and;
- A package price which is itemised and included with your booking confirmation We will issue you with an interim invoice 3 months before the day.

You shall pay 75% of the package price outstanding on the interim invoice three months before the event date. This payment includes a £150.00 damage waiver which we will retain until after the wedding date to cover any unwarranted damage caused by the event party.

You shall confirm the final number of guests at least 4 weeks before the event date. The final invoice will then be issued strictly based on this number.

Any increase in guest numbers after the final invoice has been raised must be paid at least 24 hours prior to the event date. Any decrease in numbers after the final invoice has been raised, but more than 72 hours before the event date will be refunded less any reasonable expenses, costs and losses incurred or suffered by us as a result of the decrease in numbers. There will be no refund in respect of any decrease in numbers made less than 72 hours before the event date. Payment of the balance recorded on the final invoice must be made 2 weeks before the event date. If in the unlikely event that payment of outstanding monies is not received on any due date we are entitled to:

- charge interest on the sum outstanding at a rate of 4% above the Bank of England Base Rate; and
- recover any additional charges incurred in respect of administration undertaken to recover outstanding sums from you, or the employment of any third party to recover any outstanding sums; and
- cease work for you which will only be recommenced on payment of cleared funds of any outstanding sums We are registered to charge VAT under VAT registration number 711850163 and therefore VAT is charged. **Accommodation**

All 13 bedrooms can be block booked subject to availability. Current tariff prices on the event date will apply. The bride will allocate rooms herself. A deposit of £300.00 is payable upon block booking. This payment will be deducted from the amount outstanding on the final invoice. Final bedroom booking must be confirmed at least two months prior to the event date. If after this date room requirement is reduced a charge may still be levied in respect of reasonable expenses, costs and losses incurred or suffered by us as a result of cancellation if alternative occupants cannot be found.

Bedrooms must be vacated by 10.30am on the day of departure. Check-in is from 3.30pm. Early pre booked check in from 1.30pm may be available if a special request is made in writing. However this will not always be practicable.

Early pre booked check in by 12 noon carries a small charge of £10.00 per room, to cover the extra house keeping expenses. **Your Obligations**

To enable us to provide you with our services you shall:

- Pay all sums due to us by any due date; and
- Co-operate with us as we reasonably require. In addition you shall:
- Not use drawing pins, sellotape, blu tack or similar material without our prior written consent.
- Be responsible for damage caused to our property by any guests, and shall pay to us a reasonable amount to make good or remedy any such damage caused within 28 days of the event date.
- Remove everything from Langrish House by 10.30am on the day of departure, unless an alternative time has been agreed. Any items not removed will be disposed of due to limited storage space.
- Acknowledge that no alcohol brought onto the premises (unless an agreed corkage has been paid) shall be consumed by any members of the event party. If this does occur we are entitled to charge a reasonable sum for corkage in respect of the unauthorised consumption.
- Acknowledge that all areas inside the hotel are no smoking areas.
- Acknowledge that we may require members of the event party to leave the premises if they act in an unreasonable manner. **Cancellation**

In the unfortunate event that you have to cancel your event, the following cancellation charges will apply:

- Cancellation more than 6 months before the event date, the initial deposit of £750.00 will be retained. The second deposit of £500.00 will be refunded provided we secure another booking. Any other payments made will be refunded.

- Cancellation less than 6 months before the event date, all deposits will be retained by us and you will be liable to us for all reasonable expenses, costs and losses incurred or suffered by us, for example loss of profit due to late cancellation where an alternative booking could not be found.

We would consider that for Cancellation less than 3 months before the date booked, reasonable expenses, costs and losses incurred or suffered by us, including loss of profit where an alternative booking could not be found would be in the region of 50% of the total bill based on numbers indicated on the booking form. We would consider that for Cancellation less than 6 weeks before the date booked, reasonable expenses, costs and losses incurred or suffered by us, including loss of profit where an alternative booking could not be found would be in the region of 75% of the total bill based on numbers indicated on the booking form.

We are entitled to cancel bookings under the following circumstances:

- If, through no fault of our own we are unable to provide our services. In the unlikely event that this occurs we will refund all monies paid by you and;
- If we become aware that you are or will be unable to make a payment e.g. through insolvency or bankruptcy, and we do not receive payment from an alternative source and;
- If you fail to comply with the terms of this agreement. You will remain liable for all reasonable expenses, costs and losses incurred or suffered by us in excess of the sum retained from the deposits.

If the booking is cancelled we will use our reasonable endeavours to re-let the event facilities, rooms and bedrooms allocated to your booking. **Data Protection**

In signing this agreement you authorise us to retain your details and we reserve the right to disclose these details to a third party should this be necessary to complete our obligations under this agreement or in the event of nonpayment of any sums due. Other than as already stated we will not release your details. **Limitation of Liability** Except in the case of death or personal injury caused by our negligence, our liability under or in connection with this agreement, whether arising in contract, tort, negligence, breach of statutory duty or otherwise, shall not exceed the cost of the services provided by us under this agreement. **General**

If any part of this agreement is found to be invalid or unenforceable, then the remainder of these terms and conditions will not be affected but will remain valid and enforceable. This agreement shall in all respects be governed by English Law and shall be deemed to have been made in England and both parties agree to submit to the nonexclusive jurisdiction of the English Courts.

AGREED by the Parties through their authorised signatories:

Signature _____

Print Name _____

Date _____

For and on behalf of

Signature _____

Print Name _____

Date _____

