



## BACKWELL HOUSE



### TERMS AND CONDITIONS FOR BOOKING WEDDINGS AT BACKWELL HOUSE

1. All prices are correct at the time of going to print and are inclusive of VAT at the current rate. Prices may vary if the prevailing rate of VAT changes. Banqueting wine prices are subject to change.
2. All weddings are accepted on condition that full pre-payment will be made on a Proforma Invoice SIX WEEKS prior to the date of your wedding. The Hotel will not accept cheques for the final balance. This includes any payment due to Wedding Suppliers such as Photographers, Entertainers etc.
3. Final numbers for all Weddings/Civil Partnerships should be confirmed Fourteen days before the event with the table plan, place cards, favours and special dietary requirements, these will be the minimum numbers charged for.
4. All additional event charges incurred on the day must be settled on the day of the function without exception.
5. All provisional bookings for Weddings/Civil Partnerships will be held for a period of FOURTEEN days after which time such bookings will be automatically released unless written confirmation has been received by the hotel together with:  
A NON-REFUNDABLE, NON-TRANSFERABLE deposit of £1000.00 for Weddings/Civil Partnerships.
6. If a deposit is paid by cheque, the event will not be confirmed until the funds have cleared the hotel's bank account. Please allow 10 days for funds to clear.
7. A room hire charge of £300 will be applied to Civil Ceremonies being conducted at the Hotel.
8. The Hotel will try wherever possible to assist guests with the storage of equipment, personal property; wedding cakes etc, but accept no liability for any damage or loss. The Hotel will not accept responsibility for any goods consigned to the Hotel or any of its staff in connection with any event, nor will it be responsible for any freight, carriage or delivery charges.
9. No food or beverage will be permitted to be brought into the Hotel without the special permission of the Hotel, and the Hotel reserves the right to make a charge for the service of same (except for Special Occasions cakes).
10. All food and drink consumed on the premises must have been purchased from the Hotel. The management and staff of Backwell House have the right to confiscate any such items from guests or guest rooms for the duration of their stay. All confiscated items will be returned to guests on departure from the Hotel.
11. Any items related to the Wedding/Civil Partnership must be removed by 11.00am the day after the event; otherwise the hotel cannot be held responsible for mislaid items.
12. A complimentary bedroom is offered to the wedding couple under the following terms:
  - The hotel reserves the right to allocate specific bedrooms to the wedding couple.
  - Allocation of bedrooms is at the hotels discretion and subject to availability. Room specifications cannot be guaranteed.
13. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk of safety of people at Backwell House, and we will not tolerate any abusive behaviour by guests to any other guests or member of staff. We reserve the right to remove any person's acting inappropriately at the event.
14. Should the hotel for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative of facilities. The hotel may cancel the booking if:
  - The booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
  - Payments are not received by the agreed date.
  - If the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the hotel's control.
15. In the unfortunate circumstances that you must cancel or postpone the confirmed booking, costs incurred for any equipment or external companies hired by the hotel on your behalf will be added to any cancellation fee. The following charges will apply:
  - Wedding/Civil Partnerships cancelled within 1 year will lose the booking deposit.
  - Wedding/Civil Partnerships cancelled within 6 months will lose the booking deposit plus 50% of the total contracted spend.
  - Wedding/Civil Partnerships cancelled within 1 month will be charged the booking deposit and the full contracted spend.
  - Any cancellation or postponement must be addressed in writing to the hotel Manager.

