

## Terms & Conditions – Wedding Contract

Before signing, please read carefully the following terms & conditions which apply to your booking.

### Booking

A provisional booking for a function is held for a maximum of fourteen days. On verbal confirmation during this time another fourteen days is allowed for CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT to receive written confirmation & deposit.

### Bedrooms

All 20 bedrooms will be blocked off for your wedding, and these rooms will need to be confirmed with a £100.00 deposit payment at the time of booking and paid for in full 2 months prior to arrival, if not they will be automatically released.

Any booking with evening entertainment must take all 5 lodges located near the Restaurant (Bardola Lodge, Ruka Lodge, Bora Bora, Le Touessrok, Bird Island).

### Deposits

At the time of booking anticipated numbers attending must be conveyed to the hotel. A non-refundable deposit of £1000 is payable within 14 days to secure the date.

### Invoicing & Payment

50% of the estimated invoice is to be settled 6 months prior to the date of the event.

The final balance is to be settled 6 weeks prior to the date of the event.

A pre-payment invoice minus the amount already paid and based on final numbers and not below the pre-agreement minimum numbers will be sent out 6 weeks before the function and the full balance must be settled immediately.

All additional costs incurred on the day must be settled on departure.

Please note if you pay with a credit card for any event or weddings (deposit and final payment) a transaction fee will be charged. This will be 2% for all credit cards.

No fee will be charged if you pay with a debit card.

Cheques are not accepted.

No credit facilities are to be allowed for Wedding Functions.

### Final Confirmation of Guests

Final numbers are required no later than 14 days before the event and should not be less than the minimum numbers agreed on in the event contract. Any amendments or cancellations after this date are non-refundable. The amount payable by the customer shall be calculated on this final number or on the numbers attending the function, whichever is the greater. No deduction can be made after the event should numbers fall lower on the function date.

### Cancellations or Amendments

In the event of a cancellation, the hotel must be notified in writing. The company, CRAB MANOR HOTEL, AND CRAB & LOBSTER RESTAURANT will retain the deposit. If the date cannot be re-let the client will be liable to a cancellation fee chargeable up to a maximum of 100% of the total estimated account. We always recommend that you take out adequate insurance to cover yourselves against any eventuality. The hotel reserves the right to cancel the booking and return any monies paid should they feel the reputation of the hotel is in question or any of the payment dates have been missed.

### Period of Notice & Cancellation Fee

More than Nine Months	Deposit Only
9 – 6 months	Deposit + 20% of anticipated revenue
6 – 3 months	Deposit + 50% of anticipated revenue
3 – 2 months	Deposit + 75% of anticipated revenue
2 months or less	Deposit + 100% of anticipated revenue

**Facilities**

The facilities available for the function will be agreed upon at the time of booking. We retain the right to use other parts of the building for other businesses. CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT reserves the right to carry out any essential building works CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT will treat each event separately and where other events are taking place on the site we will ensure neither one influences the other.

**Food & Beverage**

Please note that the hotel does not permit food or beverage refreshments of any nature (except for Wedding Cakes) to be provided by any other party than CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT and does not allow corkage at CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT. Where possible the hotel will assist in the storage of equipment. CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT is not responsible for food or items e.g. cake, presents, etc brought onto the premises or storage items of same. Any buffet food will be removed 1.5 hours after serving as per health and safety regulations. The hotel reserves the right to withdraw any menu item or wine and offer an alternative. N.B. All prices include VAT 20% and are correct at the time of going to press but may be subject to change due to increases in inflation or Government taxes etc.

**Damage**

The client is responsible for all allocated rooms during the period of the event. Any damage to the rooms or their contents incurred as a result of the client, their guests, or representatives, acts, omissions, or default will result in a charge to remedy such damage. We reserve the right to escort any guest from the premises that, in the opinion of the management, are causing excessive disruption or damage.

**Health & Safety Requirements**

The client is responsible for ensuring all External Contractors e.g. Discos/bands are fully covered by a Public Liability Insurance Certificate (no less than £5m cover). Any electrical equipment supplied by the client, or their chosen external contractors must be P.A.T tested (Portable Appliance Tested) and verified with up-to-date documentation. Proof of all health & safety documentation is required by the management of the hotel, and we reserve the right to refuse participation if this is not received prior to the event.

**General**

CRAB MANOR HOTEL AND CRAB & LOBSTER RESTAURANT operate a non-smoking policy Please ensure all items left over from the wedding are collected by noon of the following day All prices quoted in this document are correct at the time of print.

By signing this Wedding Contract, you agree to the terms set out above.

Signature #1: \_\_\_\_\_

Signature #2: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Signed on behalf of Crab Manor Hotel and Crab & Lobster Restaurant:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_