

Provisional Bookings	-	Will be held for 14 days only, thereafter the date will be released without notice.
Deposit	-	A non - refundable deposit of £500 and the completion of our agreement form secures your booking.
Minimum Numbers	-	80 Adults - Friday, Saturday & Sunday. 60 Adults - Monday to Thursday inclusive.
Function Suite Hire	-	For Functions where final numbers comply with the stipulated minimum, the function suite hire charge is waived. Where final numbers fall below the stipulated minimum, a surcharge equivalent to the shortfall is applied. This is calculated on the menu cost & minimum drinks package per person.
Discounted Rates	-	A 10% discount on the menu price (only) will be applied, providing minimum number requirements are met. Weddings on a Friday or Saturday held during the months of November to March inclusive. All weddings held Sunday - Thursday inclusive . (excluding recognised public holidays)
Wedding Ceremony	-	Hire Charge for the Wedding Pavilion ~ 1 st April 2010 - 31 st March 2011 - £300.00 The Wedding Pavilion at Cornhill seats up to 150 guests. Heating and lighting facilities are installed There is provision for music, both background and live, and the Pavilion has a P.A. System..
Estimated Numbers	-	To be advised 28 days prior to the event.
Final Numbers	-	To be confirmed 48 hours prior to the Function. This will be the number charged unless it is increased.
Table Plan	-	A formal plan, if required, must be supplied 7 days prior to the function.
Ballroom Capacity	-	200 persons.
Accommodation	-	The Bridal Suite will be available for the Bride and Groom free of charge. Accommodation within the Hotel can be reserved at the time of booking and held until 12 weeks prior to the Function. At that time we will require payment for all rooms reserved or they will be automatically released. PLEASE NOTE;- Earliest check in time for rooms is 2.30 pm.
Management Policy	-	It is not permitted to bring Food or Beverages of any kind into the hotel . The Hotel does not operate a Corkage system and therefore all items consumed by your party must be purchased from the hotel. It is not permitted to use confetti, streamers, party poppers or similar within the premises. Certain table decorations and candle styles are not permitted, please check with our Functions Team.
General	-	Organisers are held entirely responsible for the conduct of their guests in and around Cornhill House. Guests are reminded that Cornhill House is a listed building and are requested to treat the premises with due care and consideration. Any cost incurred to repair or replace Hotel property will be charged to the function account. Management and staff rely on the full co-operation of the organisers to ensure that alcohol is not supplied to, or consumed by, persons who are underage.
Function Bar	-	Last orders are served from 11.45pm and the bar closes at Midnight.
Transport	-	Guests requiring late Taxis should be made aware of the importance of pre-booking these. The availability of late night transport in the area is very limited.
Residents Bar Facility	-	A late bar facility is available solely for resident guests. Last orders are served from 1.45am, charges being made to room accounts only. No cash payments are accepted. Late Bar closes at 2.00am.
Menu Choice	-	Provided in our Wedding Portfolio is a selection of menus where alternatives are offered for each course allowing a menu to be tailored to the wishes of the Bride & Groom. The choice from the 'menu selector pages' will produce a pre-set menu which, for the avoidance of doubt, will provide a single choice for each course except the main course where the alternative of a vegetarian option is available.
Children	-	Children under 12 will be offered half portions of the menu at half price or a separate children's menu.
Special Diets	-	Special dietary requirements can be catered for, however this can be by prior arrangement only.
Evening Buffet	-	It is expected that guests invited for the Evening Reception will be provided with hospitality. Please see our Evening Buffet Page.
Drinks Packages	-	A range of Drinks Packages is offered or, alternatively, a Drinks Package tailored to your own requirements can be provided. The minimum charge being the equivalent of package No. 1.
Prices	-	Prices as listed are from 1st April 2010 - until 31st March 2011 (inclusive). Prices for the same period - 2011 / 2012 - will be confirmed in due course.
Pricing Policy	-	Whilst we do not anticipate any price increases we reserve the right to alter prices to cover any unusual fluctuation.
VAT	-	Inclusive and charged at the current rate. Any government change may require a price review.
Service Charge	-	As a matter of policy we do not apply a service charge.
Payment Terms	-	Payments for deposits and estimated balances can be made by cash , cheque or debit card. If you wish to make any payment by credit card there will be a surcharge of 2% (Amex 4%).
Payment Schedule	-	On Reservation - non refundable deposit of £ 500 6 months prior to the function - non refundable deposit of £ 750 12 weeks prior to the function - All accommodation as reserved. 21 days prior to the function - Estimated balance. Failure to adhere to this payment schedule may result in the cancellation of your date.
Final Balance	-	To be settled before departure from Hotel. Payment can be made by the following methods only :- Cash -or- Debit Card . If you wish to make this payment by <u>credit card</u> there will be a surcharge of 2% (Amex 4%).
Cancellation Policy	-	Should the function be cancelled the following charges will apply. Within 9 weeks of the event - loss of all deposits.

Within 8 weeks of the event - loss of all deposits plus 50% of the estimated account.
Within 2 weeks of the event - loss of all deposits plus 75% of the estimated account.
Within 1 week of the event - loss of all deposits plus 100% of the estimated account.

Agreement

The names detailed on this agreement should be those of the parties entering into a contract with Cornhill House Hotel.

In signing this contract these parties are confirming that they have read the information contained within the Wedding Brochure and accept the Terms and Conditions detailed overleaf.

Cornhill House Hotel holds the named parties jointly and severally responsible for all charges resulting from the function.

Name of Client 1: _____

Address: _____

Name of Client 2: _____

Address: _____

Date of Function: ___/___/___

Confirmation Date of Booking: ___/___/___

Accommodation to be Reserved: Yes / No (DELETE AS APPROPRIATE)

We hereby agree to the terms and conditions above and as detailed in the Wedding Brochure. We understand that we are responsible for the booking and for any payment due to or incurred by the hotel in respect of the booking.

Signature of Client 1: _____ Date: ___/___/___

Signature of Client 2: _____ Date ___/___/___

NOTES;- _____

Signed on behalf of
Cornhill House Hotel: _____ Date ___/___/___