



Terms and Conditions of Booking

1. Confirmation

A completed and signed Wedding Reception/Civil Ceremony Agreement Form together with a deposit of £350 is required within 14 days of the original verbal booking. Should this not be forthcoming, The Orchid (hereafter referred to as the Hotel) shall be entitled to treat the booking as cancelled.

All deposits are non-refundable and credit will be given on the final invoice.

2. Price

In the event of any taxation change beyond the control of the hotel (eg increases in the standard rate of VAT), the hotel reserves the right to vary the prices quoted to an extent which reflects such a change.

3. Cancellations

(a) By the Customer: In the event of a cancellation following receipt of the Agreement form and booking fee, the hotel will undertake to mitigate its losses and to re-let the function room(s) with similar catering requirements. The client will be responsible for any loss incurred by the hotel in the event of the function room(s) remaining unoccupied, or becoming occupied at a lower rate than the original booking. The cancellation charges imposed by the hotel will therefore reflect the actual loss. Any postponement of confirmed and contracted business will be treated as a cancellation.

(b) By the hotel: The hotel reserves the right to cancel a booking in the event of:

- (i) any of the hotel becoming closed or unavailable due to circumstances beyond its control
- (ii) the booking may, in the reasonable opinion of the hotel, damage the reputation of the hotel
- (iii) if either of the parties become insolvent

3. Loss or damage

The client is responsible for any loss or damage caused to the hotel property and equipment or any equipment hired in by the client or the client's guests.

4. Finishing Times

Guests staying in the hotel must adhere to all licensing laws.

The licensed hours for

a) Music and dancing are as follows:

Friday/Saturday 1.00am

Sundays 10.30pm however, on bank holidays the license is extended until 12.30am (Except Easter Sunday).

Midweek 12.00am

b) licensed Drinking Hours

Last orders are as follows:

Friday/Saturday 12.40am

Sunday 10.49pm - Bank Holidays 12.30am (Except Easter Sunday)

Midweek 12.00am

The bar will remain open to residents of the hotel, but can be closed at any time at the discretion of the hotel.

5. Corkage Charges

The hotel reserves the right to implement a corkage charge for any wine or champagne not purchased from the hotel.

Charges are as follows:

Wine (75cl) £9.00 per bottle

Sparkling Wine (75cl) £11.00 per bottle

Champagne (75cl) £13.50 per bottle

Multiple bottles of champagne or wine will be charged accordingly.

6. Terms of Payment

a) A payment of £350 with the Wedding Reception/Civil Ceremony Agreement Form to secure reservation

b) 50% of anticipated account 4 weeks prior to the wedding or function date

c) Remainder of anticipated account 10 days prior to wedding or function date

d) Any additional charges should be settled the day after the function date

7. Health and Safety

If, during the wedding/function, the client wishes to use the ground for any activities other than photographs or socialising i.e hiring of a bouncy castle, the client MUST inform the hotel with all details of the activity, and where appropriate, provide a safe system of work in writing at least 14 days prior to the wedding/function to allow the hotel to assess the health and safety implications involved.

8. General

The hotel will take all reasonable steps to fulfill the reservation to the best of its abilities and in accordance with details provided. However, it does reserve the right to provide alternative services of at least an equivalent standard at no additional cost to the client. The client shall not be entitled to assign the booking to a third party or to use the hotel facilities other than for the stated purpose without the hotels' prior consent.

No variations of these conditions will be effective unless in writing and signed on behalf of the hotel.