



## *Terms and Conditions*

In order to confirm your booking we require:

- The booking form to be completed and signed
- The terms and conditions to be signed
- Please return to Celebrations and Events, Wyboston Lakes, Great North Road, Wyboston, Bedfordshire, MK44 3AL

The contract is between Wyboston Lakes and yourselves and does not include any other person or organisation that you book rooms, meals or facilities for. You accept responsibility for paying all charges, including any extra charges, arising under this contract. You may not transfer your rights or responsibilities under this contract to any other person or organisation.

**The following are the terms of the contract between yourselves and Wyboston Lakes Limited.**

### **Deposit**

A non-refundable deposit of £950 (inclusive of VAT) is required in order to secure your booking.

### **Venue Hire Charge**

A fee of £1000 (inclusive of VAT) secures use of Wyboston Lakes Hotel at Wyboston Lakes and use of Wyboston Lakes' grounds. White chair covers and a selection of coloured sashes are included in the venue hire price.

### **Behaviour on our premises**

You must make sure that members of your party and anyone visiting you or your party on our premises behave in such a way that they do not cause a nuisance or unreasonable disruption to

Wyboston Lakes Limited, our employees or anyone else using or visiting the Centre. Any children under the age of sixteen attending must be suitably supervised by responsible adults during their stay. If children are left unsupervised at any time, the event organiser or booker will immediately be asked to rectify the situation. In extreme cases, we may ask the individual family or carers and children to leave without refund or compensation of any kind. You agree to pay any loss or liability of any kind to us or any other person caused by members of your party. If any damage caused by your party prevents bedrooms or other facilities being used whilst damage is made good, you will be charged for any revenue lost during this period.



We advise that you are fully insured against all losses or liabilities- we can supply information about insurance if necessary.

We cannot accept responsibility for loss of or damage to property or vehicles belonging to you or your party, however caused. This includes deliveries received by us on your behalf or on behalf of other parties attending your event.

### Catering

We endeavour to offer you the highest quality of food and drink at all times, and whilst our menus are flexible on content, we are not able to compromise on the quality of food offered, therefore menu and drinks package costs are fixed. NB. An additional supplement will apply should you decide to choose the 'Selection Menu' where guests can choose from three starters (1 being vegetarian), three main courses (1 being vegetarian) and two desserts.

The menu and drinks packages for your wedding breakfast cannot be reduced in number after the final pro forma is sent.

Whilst we are happy to supply the cake stand and knife, we are not able to accept any responsibility for the wedding cake and its decorations

### Civil Ceremonies

If you wish to have a Civil Ceremony, you should initially contact the Bedfordshire Register Office, Pilgrim Centre, 20 Brickhill Drive, Bedford, MK41 7PZ.

**Telephone 0300 300 8089** to confirm the availability of your chosen.

### Payment Terms

Deposit on confirmation of booking

- 6-12 months prior to wedding - 25% of total anticipated charges
- 4-6 months prior to wedding - 50% of total anticipated charges
- 2 months prior to wedding - final balance

A pro-forma invoice will be raised 3 months prior to the date of the wedding covering the cost of food and beverages based on the information provided.

This pro-forma invoice must be paid in full within 7 days of receipt.

A bar account, when not prepaid, can be arranged if guaranteed with a credit card, this will need to be settled on the night or on check out the following morning.

Final numbers of guests must be advised 3 months in advance. This will be the minimum chargeable number.

Payment can be made by credit card up to £2,500. Any amounts exceeding £2,500 will be subject to a 2.5% fee



### Prices

All prices are subject to change at the discretion of Wyboston Lakes and any prices agreed between Wyboston Lakes and you should not be discussed.

All prices include VAT at the prevailing rate unless otherwise stated.

### Cancellation

We have the right to alter or cancel a booking that we cannot keep if the reasons for that are beyond our control. If this happens we will use all reasonable efforts to offer an alternative.

If you need to cancel or postpone your booking, the following charges will apply:

- 6-12 months prior to wedding – 25% of the total anticipated revenue
- 3-6 months prior to wedding - 50% of the total anticipated revenue
- 1-3 months prior to wedding - 100% of the total anticipated revenue

Anticipated revenue is the total estimated value of business, based on numbers given by the client on confirmation. In all instances, notification of cancellation must be made in writing and will be effective on the date received by Wyboston Lakes Limited

*Signed (customer):* \_\_\_\_\_

*Name (customer):* \_\_\_\_\_

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

*Date of function:* \_\_\_\_\_