

# Wedding T&C's



## **Booking Fee**

An initial fee of £500.00 confirms your booking. Please note that should you cancel your Wedding, the booking fee is non-refundable. In the unlikely event that your Wedding is cancelled by us, your booking fee will be returned. Receipt of your booking fee indicates an absolute acceptance of our terms and conditions.

## **Cancellations**

If you decide to cancel your booking, the following cancellation charges will apply in addition to the loss of your initial booking fee of £500.00. The booking value of your Wedding will be calculated on the number of your estimated guests. We will take the minimum number in accordance with your chosen wedding package, as detailed on your wedding agreement.

The cancellation charges will include an average drinks spend figure (calculated per head) for the number of guests that would be in attendance during the course of your Wedding. This is in addition to your chosen drinks package. Any accommodation included in your package or added to your main account will also be included in the charges.

<b>Date of Cancellation prior to your Wedding</b>	<b>Charge to you</b>
More than 12 months	£250.00 administration fee
9-12 months	50% of the booking value
6-9 months	75% of the booking value
Less than 6 months	Full amount of the booking value

All cancellations must be forwarded to the Hotel in writing from the Wedding Couple. Verbal confirmation alone is strictly not accepted.

Cancellations cannot be processed until written confirmation has been received.

### **Payment**

Approximately 6 weeks prior to your Wedding, you will be invited to the Hotel to discuss the final details. After that meeting, we will send you a copy of the details, along with a Pro-forma invoice. In your final details meeting, you will make an appointment to pay the final balance which is due no later than 1 week prior to your Wedding. Please note, there are no reductions for less guests than the minimum number, therefore payments for guest no shows or a decrease in numbers are non-refundable. Additional guests will be charged at an extra cost. The cost for additional guests was confirmed to you on booking and detailed on your Wedding Agreement.

We are happy to accept the following methods of payment:

- Cash
- Cheques
- Debit Cards Only – We do not accept Credit Card payments
- BACS Transfer

### **Entertainment**

When arranging your entertainment, you must ensure they have current and adequate 'Public Liability Insurance' in place. Copies of electrical testing certificates and insurance policies must be made available on request. Should you have any queries, our team will be happy to help.

### **Miscellaneous**

- The only food and drink consumed at Lazaat will be supplied by the Hotel, we do not allow guests to bring their own food and beverage.
- Lazaat reserves the right to charge for any damage caused by you and or your guests throughout the duration of your Wedding.
- Lazaat does not accept responsibility for loss or damage to any property brought to the Hotel by you and or your guests.
- If Lazaat is unable to honour any booking for reasons beyond its control, it shall be entitled to cancel the booking without liability.
- Payment of your initial booking fee deems acceptance of our terms and conditions.
- Please note that there may be other events taking place at the same time as your event/wedding.
- As a busy events venue, if the Wedding Couple or any of their Guests wish to stay in the Hotel at any time, there is a possibility that there will be events with music taking place until 1.00am.

### **Insurance**

It is your responsibility to obtain comprehensive and credible Wedding insurance to cover any losses incurred due to unforeseen circumstances, which may result in the postponement or cancellation of your Wedding. This insurance must cover the full Wedding fees.

If you choose not to take out Wedding insurance, then you accept that Lazaat Hotel is not responsible for refunding any booking fees and payments made on account for irrecoverable costs and services received throughout the duration of the contract.