

## Terms & Conditions of Reservations

The Terms & Conditions apply from the date of confirmation and upon receipt of a deposit.

### **Booking Date**

A provisional booking will be held for a maximum of 7 days. After this period written confirmation along with the return of this copy of the Terms and Conditions of reservation, duly signed, a statement of anticipated numbers attending the event and a deposit of £1000 is required. Cheques should be made payable to Kings Country Bar and Restaurant Ltd.

### **Exclusive Use**

Please note that access on the day of your wedding/ function is after 12.30 for an all day or after 6pm for an evening only reception.

### **Guest Numbers**

The minimum acceptable number of adults for a main sit-down meal is 60. The minimum spend per head for the wedding breakfast is £25.00. The final number of guests is required no less than 28 days before the event and should not be less than 60 adults if no penalty is to be incurred. Wedding breakfast guest numbers of less than 60 may incur a supplement charge.

*On booking your Wedding at Kings it is done so on the basis that we your requirement will be;*

#### Full Day

*Arrival/toast Drinks*

*3 course menu for a minimum of 60 adult guests*

*Half a bottle of house wine per adult guest*

*An evening buffet, catering for a minimum of 100 guests*

#### Evening

*An evening buffet catering for a minimum of 100 guests or 3 course menu for a minimum of 60 adult guests*

*Half a bottle of house wine per adult guest*

### **Payment Terms**

We ask you to adhere to the following:

- On confirmation £1000 required
- 4 weeks before the event Final numbers required & payment required

The amount chargeable to the customer will be calculated on this final number or on the number who actually attend, whichever is the greater. Any extra costs should be settled on the day of the event. No refund can be made after the event should numbers fall below those provided as your minimum numbers. Please note if you pay with a credit card for any event (deposit and final payment) a transaction fee of 1.5% will be charged. No fee will be charged if you pay with a debit card.

### **Cancellations**

In the case of the cancellation of event, Kings must be notified in writing. The Company, Kings, will retain the deposit and make cancellation charges as detailed below.

More than 6 month notice of cancellation	Deposit will be returned
4 to 6 months notice	Deposit less 20%
2 to 4 months notice	Deposit less 40%
1 to 2 months notice	Deposit less 75%
Less than 1 months notice	Deposit non refundable

### **Food & Beverage Services**

The bar will close at 0.00 (midnight)

The management team reserves the right to withdraw bar services at its discretion.

With the exception of the wedding cake, the venue does not permit food or beverage refreshments of any nature to be provided by any other party.

#### **The venue does not allow corkage**

A set menu must be chosen for the whole group, with the exception of specific dietary requirements, we do not offer the option of a menu choice.

Any buffet food will be removed after 1.5 hours

The management reserves the right to withdraw any items from the menu or wine listed and to make appropriate alternative substitutes.

No bar accounts are allowed on the evening.

The drinks and menu offering are subject to change both in content and pricing.

### **Health & Safety**

The client is responsible for ensuring all external contractors e.g. discos/ bands/ marquees etc are fully covered by public liability insurance and provide all health and safety documentation required by the management of the venue prior to the event.

All equipment used by external contractors' onsite must be supported by a current P.A.T (Portable Appliance Testing) certificate.

Regrettably we cannot allow any food prepared on the premises to be taken off site.

### **General**

Exclusive use is limited to Kings and we retain the right to use other parts of the site for other business.

The customer accepts responsibility for the rooms under hire, their furnishings and equipment. Any damage incurred by neglect or default on the part of the customer may result in a charge being raised to rectify such damage. We reserve the right to escort from the premises any guest who, in the opinion of the management, is causing excessive disruption or actual damage.

Kings Country Bar & Restaurant Ltd strongly recommends that appropriate insurance is obtained to safeguard against the unexpected.

#### **I/We agree hereby to the above Terms and Conditions**

Signed (Bride)	Name (Bride)
Signed (Groom)	Name (Groom)
Today's Date	Date of Wedding
Address	

Telephone Number (Home)

(Work/Mobile)