

Terms and Booking Conditions

Terms and Conditions – Wedding Receptions

1. Provisional bookings will be held for a maximum period of 10 days, after this time they will be automatically released unless an extension has been agreed. A £500 deposit is required to confirm your booking together with written confirmation.
2. Deposits are deductible from the main account and in the event of a cancellation; the deposit is non-refundable.
3. A further advance payment of 50% of the estimated account is due 56 days prior to the wedding reception, this figure will be mutually agreed and confirmed in writing by the hotel.
4. You will receive an estimate pro-forma invoice as soon as the provisional details are received. This pro-forma will be updated with each confirmed amendment up to 14 days prior to the event.
5. The confirmed numbers must be advised 14 days before the reception and our charges are based on these final numbers or higher should the numbers subsequently increase.
6. The final account, less deposit and advance payment will be due for settlement no later than 14 days prior to the reception in order that funds received can be cleared in good time. Any extras taken on the day must be settled prior to departure.
7. Children under the age of 14 years will be charged at 50% of the current tariffs. Children aged under the age of 4 years will be free of charge, however, drinks will be charged for as taken.

8. CLIENT USE OF THE HOTEL

The client should not use the hotel's name or trademarks without its written permission. The client and people attending the function shall:-

- a. Comply with all health and safety, licensing and other regulations related to the hotel.
- b. Not consume food and drink at the hotel that is not supplied by the hotel without its written consent.
- c. Not act in a disorderly manner or in a manner, which might prejudice the reputation of the hotel, or cause damage to the hotel and its grounds.
- d. Comply with all reasonable requests made by the hotel's employees.
The hotel will be able to book a disco on your behalf. No other disco or live entertainment will be permitted without prior approval by the Hotel Manager and all equipment provided must either have a current PAT certificate or an invoice to show that the equipment is less than 12 months old.
- e. All outside entertainment must have in their possession their own public liability insurance certificate on the day of the event.
- f. The client shall be responsible for the orderly conduct of their guests and to ensure that their behaviour shall not cause breach of the law or in any way cause a nuisance to other guests. Also the client shall reimburse the company for any costs incurred through wilful damage, nuisance or negligence to the company's property or guests by the client or their guests however caused.

9. CANCELLATION BY THE HOTEL

The hotel may cancel the booking if:-

- a. The hotel or part of it is closed due to circumstances outside its control.
- b. The client is more than 30 days in arrears with payment to the hotel.
- c. The booking might prejudice the reputation or cause damage to the hotel or its grounds.

10. CANCELLATION BY THE CLIENT

In the unfortunate event of you having to cancel your booking less than 12 months in advance, the BEST WESTERN North Shore Hotel reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no less favourable terms, or if the client makes a similar booking for a date within 6 months of the date cancelled.

Cancellations between 6 months and 12 months in advance, a minimum of £500.00 or 10% of anticipated charges to function.

Cancellations between 3 months and 6 months in advance, a minimum of £500.00 or 20% of anticipated charges to function.

Cancellations between 1 months and 3 months in advance, a minimum of £500.00 or 30% of anticipated charges to function.

Cancellations between 16 days and 1 month in advance, a minimum of £500.00 or 40% of anticipated charges to function.

Cancellations between 48 hours and 16 days in advance, a minimum of £500.00 or 50% of anticipated charges to function.

Cancellations less than 48 hours in advance, 100% of the anticipated charges.

11. WEDDING INSURANCE

We highly recommend the purchase of wedding insurance cover.

12. GENERAL

- a. The hotel will take all reasonable steps to fulfil the booking to the best of its ability, and in accordance with the details provided. However, it reserves the right to provide alternative services of at least the equivalent standard at no additional cost to the client.
- b. The client shall not be entitled to assign the booking to any third party, nor use the hotel facilities other than for the purpose stated.
- c. Whilst the hotel has taken all reasonable steps to ensure that the information contained within it's brochures, tariffs, leaflets and advertisements is accurate, it reserves the right to alter, substitute or withdraw any facility without notice if necessary.

Please sign below and return one copy of these terms and conditions.

Date of the event

On behalf of the BEST WESTERN North Shore Hotel (Skegness)

Clients name

Name

Signature

Signature