



# Weetwood Hall

## Leeds

### **Weetwood Hall Wedding Terms and Conditions**

These terms and conditions aim to protect all parties through a better understanding of contractual obligation and legal obligations of both the client and venue when confirming a booking.

**Definitions:** The 'Hotel' and 'We' means the property(ies) for which a contract is agreed. The property is owned by Weetwood Hall Ltd. The 'Client' and 'You' means the organising body/company and organiser responsible for commissioning of and payment for the event.

#### **Bookings/ Reservations**

a) All initial and subsequent telephone reservations must be confirmed in writing by you. The confirmation must include all requirements. All bookings are considered provisional until both the client and the Hotel sign the contract. All bookings are subject to the terms and conditions of the contract. Once the contract is signed, and minimum numbers agreed. This will then constitute a legally binding contract.

b) Weetwood Hall needs to be advised in writing of the estimated number of guests and menus required 2 months before the function. Three weeks before the event final numbers must be given. This is the minimum number you will be charged for.

c) If numbers attending fall more than 20% below those originally booked, the right is reserved to charge a cancellation fee and to move your function to another room.

d) A minimum of 80% of total guests for an evening buffet must be catered for unless specified. Exception: Hot Roast Buffet - 100% of total guests must be catered for.

e) On confirmation of your booking a deposit of £950 is due (non-refundable and non-transferable).

f) Complimentary accommodation for the bride and groom is subject to booking of both the wedding breakfast and evening reception and is subject to availability.

g) Any variation in booking, guest numbers and/or arrangements must be confirmed to the Hotel in writing.

h) Bedrooms which have been reserved and not allocated will be automatically released 8 weeks prior to the wedding date without notification.

i) Package extras are inclusive only when both a 3 course Wedding Breakfast & fully catered Evening Reception are booked.

## **Payment**

- a) Full pre-payment is required for all wedding bookings.
- b) 50% of the outstanding balance is due on or before - 4 months prior.
- c) Final payment is due on or before - 3 weeks prior. The granting of credit is at the sole discretion of Weetwood Hall.
- d) If credit is allowed, payment must be made within 30 days of the invoice date. A 2½ % per month interest charge will be added to amounts unpaid after this date unless special terms have been agreed with Weetwood Hall.
- e) If there is any query with the invoice, the undisputed balance must still be paid on time.
- f) The organiser shall be responsible for the payment of all the fees and royalties, which may be due in respect of the event to the Performing Rights Society, Phonographic Performances Ltd, the Copyright Licensing Agency Ltd, the Educational Recording Agency Ltd, or any other relevant person, firm or organisation.
- g) All prices are inclusive of VAT @ the current rate where appropriate and are subject to the rate in operation at the time of the function.
- h) All prices quoted are valid at the time of issue and may be subject to review.
- i) All charges will be based on prices valid at the time of the event.
- j) Excise duty subject to change in line with Government rates at the time of the event.

## **Cancellation**

- a) Upon acceptance and confirmation of your booking by Weetwood Hall, a legally binding contract exists. If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge. The following cancellation charges apply:
  - 6 months prior - minimum charge of 10% of the estimated event value in addition to the deposit paid.
  - 2 months prior - 50% of the estimated event value in addition to any deposit paid.
  - Within 1 month - 75% of the estimated event value in addition to any deposit paid.N.B. These charges will be based on the minimum numbers agreed at the time of booking.  
Of course, Weetwood Hall will endeavour to re-sell the facilities to another party and if successful, may waive a proportion of the cancellation charge at their discretion.
- b) Weetwood Hall reserves the right to cancel an event under the following circumstances:
  - i. If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel.
  - ii. If the client is more than 30 days in arrears with any payment to Weetwood Hall Hotel.
  - iii. If the Hotel becomes aware of any alteration in the clients financial situation.
  - iv. Weetwood Hall, or any part of it, is closed due to circumstances beyond our control. In this event a refund of any advance deposit will be paid but Weetwood Hall would have no other liability.

## **General Regulations**

- a) Guests using the facilities of Weetwood must comply with all regulations concerning licensing, fire, health and safety.
- b) Hazardous or dangerous items may not be brought into Weetwood Hall without prior permission. Weetwood Hall reserves the right to approve any externally arranged entertainment, services or activities that you have arranged.
- c) Any band or musician must comply with the terms stated within the 'public entertainment code of conduct.'
- d) Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, Weetwood Hall reserves the right to terminate your stay or event. Should this occur, no monies will be refunded to you. The manager's decision is final.
- e) Guests may not consume food and drink on the premises not supplied by Weetwood Hall.
- f) Weetwood Hall will be liable to you and your guests for injury or loss and damage only where and to the extent we have been negligent. Otherwise there shall be no liability whatsoever. We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it.
- g) You will be held liable for any loss or damage to Weetwood Hall's property and fittings (including any items hired by us for your use), or for injury to anyone including Weetwood Hall's staff arising as a consequence of this booking.
- h) Weetwood Hall reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings.
- i) Weetwood Hall strongly recommends taking out adequate insurance to cover the cost of cancellation and other liabilities.
- j) All conditions are subject to the law of England and Wales.