



BOOKING TERMS AND CONDITIONS

Hotel & Restaurant

1. PROVISIONAL BOOKINGS

These will be held for up to 4 weeks, but if in that time a second enquiry is received for the same date our Wedding Co-ordinator will contact you to advise you of the situation.

2. DEPOSITS

In order to confirm your booking we require a non-refundable £10.00 per head deposit based on your approximate numbers for your wedding breakfast. This can be paid as a cheque made payable to Bridge House Hotel or by credit card by calling into the hotel or telephoning reception or events on 01737 246801. You must also confirm in writing your booking date and basic details that you have at this stage, and sign and return a copy of these booking terms and conditions.

8 weeks prior to the event we will require you to finalise menus, drinks details and guest numbers. We will estimate your final bill and you will need to pay 50% of this, which is non-refundable.

4 weeks prior to the event you will need to make any final amendments and pay the remaining balance, which is non refundable. The number of guests advised at this stage will be the minimum that you will be charged for.

If full payment is not received 2 weeks before the wedding (in cleared funds) we reserve the right to cancel the wedding function and levy a cancellation charge of the full amount.

Any additional charges made on the day ie extra guests or additional drinks must be paid before departing the hotel. Cheques cannot be accepted on the day, and credit will not be given.

3. CANCELLATIONS

Once initial confirmation has been received, all cancellations or amendments must be advised in writing to the hotel.

4. PRICES

All prices include Value Added Tax at the current rate. Prices are subject to variation without notice. However every effort will be made to hold prices quoted for 6 weeks from your booking enquiry.

A discretionary 10% service charge will be added to your party, and can be settled on departure.

I have read and agreed the above conditions

Name.....

Signed.....Date.....

Address.....

Telephone..... Email.....

DATE OF FUNCTION Deposit Paid

