



Bickley Manor

BANQUETING

TERMS & CONDITIONS

Definitions

'The Hotel' and 'We' means the property for which a contract is agreed.

'The Client' and 'You' means the organising body/ company and organiser responsible for commissioning of and payment for the event.

The 'Contract' means the agreement between The Hotel and The Client for a specific booking or series of bookings. These Terms & Conditions will form part of the Contract, together with any other terms stated in the contract.

1. Confirmations

The Client must tell the Hotel not less than 7 days prior to the function the anticipated number of guests attending. The final number must be notified to The Bickley Manor Hotel in writing not less than 24 hours prior to the function. The amount payable by the client shall be calculated on this final number or the number actually attending whichever is the greater.

2. Deposits Payable for catering

- i) On confirmation of your booking - £750.00 deposit
- ii) Not less than 21 days before date of function - 100% of estimated final charge less previous deposits paid

3. Cancellation Charges

- i) If cancelled between 9 months and 7 months prior to the date of the function - 40% of total estimated costing or full deposit whichever is greater will be retained.
- ii) If cancelled between 6 months and 4 months prior to the date of the function - 75% of total estimated costing or full deposit whichever is greater will be retained.
- iii) If cancelled within 3 months prior to the date of the function - 100% of total estimated costing or full deposit whichever is greater will be retained.
- iiii) Where previously booked events have been cancelled and transferred to a new date agreed by ourselves, in the event of a further cancellation the cancellation charges for the first booked date will apply.

4. Non-arrival Charges for Accommodation

The Hotel may charge for all bedrooms reserved in conjunction with a function, whether or not actually taken up, if not cancelled before.

5. Damage

The Client shall be liable for any damage caused to the Hotel or any furnishings, utensils or equipment therein by the wilful act or default of the Client or any guest or employee of his and shall pay to the company on demand the amount required to make good or remedy such damage, including compensation for loss of business whilst such damage is being repaired.

6. Personal Property

The company shall not be liable for the loss or any damage to the property of the Client or any guest suffered or incurred whilst on the Company's premises, save insofar as the same may be caused by the

default of the Company its servant or agencies. In particular, it is to be noted that the cloakrooms provided for the customers and guests are not under constant supervision, and that any property deposited therein is left there at the sole risk of the owner.

7. Equipment Storage

The Hotel try wherever reasonably possible to assist guests with storage. Items such as weddings cakes, flowers and other auxiliary items should be removed at the end of the reception. The Hotel will not accept any liability of any loss or damage to items left in your reception room.

8. Child Safety

We have to advise you that whilst we want you to enjoy your time at the Hotel, the car park and the gardens are potentially hazardous places. This being so, it is essential that at all times children have adult supervision whilst using these areas.

9. Finishing Times

Functions must finish at the time agreed when booking and extensions of the time may not be possible. In relation to Wedding Receptions the Hotel finishing time (bar and music) is 1am.

10. Evening Buffet (Weddings)

If your wedding reception is continuing into the evening it is a requirement to have an evening buffet catering for a minimum of 65% of the total number of guests at reception and evening.

11. Corkage

The Hotel does not permit the Client to supply their own alcohol or food, unless prior consent by the Company has been obtained.

12. Firework Displays

Firework Displays are permitted to 10pm.

13. Multiple Functions

We must advise that it is usual for the Hotel to have more than one function on the same day.

14. Liability

The Company reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage or destruction of the Bickley Manor Hotel by fire or other cause or shortages of labour or food supplies. Strikes, lock-outs or industrial unrest or any cause beyond the control of the Company which shall prevent it from performing its obligations in connection with any booking in these circumstances every effort will be made to accommodate the booking in another nearby establishment.

15. VAT and Service Charge

All prices inclusive of VAT at current rate but may be adjusted in the event of a change in VAT rate. Your total bill for all services is subject to 12½% service charge.

16. Administrative Charge

Any event cancelled will be subject to £150 administration charge.

NB We reserve the right to alter prices and menus without warning.