

Contract Booking Terms and Conditions

Committing to and Reserving the date:

The preferred date will be held on a provisional basis for fourteen days only; an initial deposit is required to confirm the booking. In the event of failing to contact the Hotel within this period, the provisional booking will be automatically removed from the diary. Please note that all deposits are non-refundable.

Payment in full no later than 48 hours before the wedding. No exceptions. Cheques are not accepted as payment for the final bill. Credit Cards charged at 2%. Silver Gold Platinum Packages require 50% of total bill to be paid in cash.

Timescale	Deposit	Amount	
Day 1 commitment to The Valley Hotel	Initial deposit	£1,000.00	
6 Months Prior to the event	2 nd Deposit	£2,000.00	
2 days prior to the event	Final payment	Remaining balance	

Final Details:

Confirmation of final arrangements (including menus) should be agreed with the hotel at least 28 days prior to the event. Final numbers must be given at least 4 days before the actual date of your wedding. The final number given at this time will be the number charged for, except in the case of an increase in numbers on the day, in which event, the higher number will be charged for.

Schedule:

Please be advised that the dining time agreed in the final details should be adhered to so the Hotel may offer you quality food and service. Other than -The Valley Hotel personnel involved in your day should be made aware of these timings too.

Alterations

The Hotel reserves the right to change or alter facilities or grounds including new development, refurbishment, future planning, construction, maintenance or repairs.

Liability:

The hotel will not be held accountable for any failure to provide facilities, service, food or beverages as a result of events outside its control.

Prices

Prices shown are based on today's costs & may be subject to fluctuation. Any increases from suppliers included in our packages are outside of our control.

Prices are inclusive of VAT at the current rate unless otherwise stated.

Wedding guests shall be called to dinner no later than 5.30pm.

The Hotel may terminate the booking if:

- Should guests attending the event behave in any way considered to be detrimental, offensive or contrary to normal expected standard behaviour.
- The Hotel believes the booking might prejudice the reputation of the Hotel.
- In circumstances where a booking is made through a third party or under false pretences .
- Deposits must be paid in person to the hotel; otherwise the hotel reserves the right to cancel the booking.
- Any falsification of information will render the booking null & void.
- Payment for deposit is not received by the agreed date schedule.

Food & Beverage

The Valley Hotel operate a strict alcohol policy and no beverages of any kind will be permitted onto the hotel premises by the Clients guests or invitees unless previously agreed in writing by the hotel. *The Management advises all guests and customers that it does not permit the consumption in the Hotel of any food or drink which is not purchased at the hotel. Failure to abide by this rule may result in your eviction from the premises, cancellation of the event or any such steps as the Management deem appropriate.*

If a choice of starter or main course is chosen for your wedding, the hotel will charge the more expensive of the two items.

Accommodation:

Guests proposing to reserve bedrooms in the Hotel should be advised that our special package breaks and general accommodation become fully booked well in advance. Block bookings may be organised by prior arrangement with the Hotel Management together with a deposit per room. All rooms on allocation will have an automatic four weeks' release. Rooms confirmed by the Bride or Groom which result in a `no show` will be charged to the main bill.

Accommodation rates are subject to availability and fluctuate with demand and time of year. The hotel encourages guests to book direct at www.thevalleyhotel.com or telephone 028895 21505. If more rooms are required we have a full list of local accommodation available.

Cancellation Policy:

Should it be necessary to cancel a confirmed booking, the following charges will be due (**deposits already paid will also be forfeited**). In each case, the percentage charge applies to the estimated total account for the event, including accommodation, wine sales, loss of beverage sales and any other items booked as part of the contract based on the numbers originally booked:

Number of weeks the cancellation is made ahead of confirmed date	4 weeks	8 weeks	9-16 weeks	17-36 weeks
% of total estimated charge that will be applied	100%	75%	50%	25%

The Valley Hotel is not responsible for the assembly of any wedding cakes. All cake boxes must be collected the morning after the Wedding, we cannot be held responsible for any boxes being mislaid after this time.

Any Items i.e. table plans, candles, table centres, guest books, photo frames, brought into the hotel for your special day, must be collected the morning after the event, as the hotel cannot be held responsible for items not collected after this time.

Alcohol miniatures are not permitted as favours.

Confetti and party poppers are not allowed on the premises or the grounds of the Hotel.

The Hotel is not responsible for any post boxes, gifts or lost/misplaced cards of monetary value that are brought onto the premises.

WE HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS STATED ABOVE -

Date of Wedding

Approximate Number of Wedding Guests

Package Booked

Signed By Bride

Date

Signed By Groom

Signed on behalf of The Valley Hotel

Date

Contact Address

Contact Mobile _____ Work _____

Contact E-Mail _____