

## Terms & Conditions for Weddings

### Payment Schedule

To hold your date a deposit of £1,000 or 10% of the planned cost, whichever is greater, is required at least 6 months prior to the event or at the time of booking. The following staged payment schedule should then be followed:

- ❖ A non-refundable payment of 50% of the planned cost, less the initial deposit, becomes payable 3 months prior to the event.
- ❖ The final non-refundable 50% payment should be made at least one month prior to the event.
- ❖ Additional expenses incurred during the event are payable prior to departure.
- ❖ Overpayments are refunded by cheque within one week of the event.

### Cancellation Policy

- ❖ If the booking is cancelled more than 6 months before the wedding date, the deposit will be refundable subject to the date being re-sold.
- ❖ If the Booking is cancelled within 6 months of the wedding date, the deposit payment become non-refundable.
- ❖ Three months before the event, the 50% staged payment becomes non-refundable and one month before, the final 50% payment becomes non-refundable.

### Civil Ceremonies

Four locations within Boscundle Manor are licensed for civil ceremonies; the lounge, conservatory, gazebo and dining room and ceremonies can take place between 12:30 and 4:30pm.

### Entertainment

Where music will be played in marquees, it is important that our wedding coordinator has control over the band and/or disco and the entertainment must finish by midnight or any other time as dictated by local government legislation. Entertainment within the manor house may continue until 1 am.

We would normally handle the booking of entertainment for your event, however you may do so but please bear in mind that there will be a charge of 20% + VAT of their normal rate. Prior to booking any live band or DJ the hotel's permission must be sought. Contact name, telephone, and email address must be provided along with a demo CD/Tape if unknown to the hotel.

### Exclusive Use

We are pleased to be able to offer you totally exclusive use of the Manor for larger, weekend weddings where the bridal party takes over the entire hotel on an exclusive use basis for the date of the wedding as well as the day before.

### The Bar

We request that the bar be vacated by 1.00am. Should guests wish to continue to drink after this time, reasonably priced mini bars are provided in rooms for residents.

### Insurance

Boscundle Manor recommends that you take out wedding insurance.

### Marquees

Marquee weddings are subject to the hotels approval with recommended suppliers only.

### Information required Prior to Wedding

- ❖ Final chargeable numbers are required 7 working days prior to the wedding date.
- ❖ The table plan is to be provided at least 3 working days prior to the event, clearly indicating vegetarian, special dietary requirements and children's meals. Please be consistent with guest's names.

### Co-ordination and Flowers

A charge will be made for the co-ordination of your event which may also include an informal toastmaster service, use of our red carpet when dry, personalized confetti cones, menus, name places, candles and decoration. Flower arrangements and balloons are effectively rented for the event and remain the property of Boscundle Manor.

### Corkage

Boscundle Manor does not offer a corkage service. All drinks consumed in the hotel and grounds must be purchased from the hotel.

### Damages

Please be aware that any damage caused to the grounds and/or property will be charged.

### Fireworks

The latest that fireworks may be discharged is 10:30pm.