

# THE OLD VICARAGE

THE OLD VICARAGE BOUTIQUE HOTEL, WESTHORPE, SOUTHWELL, NOTTINGHAM, NG25 0NB  
TEL: 01636 815989 EMAIL: RESERVATIONS@VICARAGEBOUTIQUEHOTEL.CO.UK WEB: WWW.VICARAGEBOUTIQUEHOTEL.CO.UK

## Terms and conditions

The below signatory agrees to the following terms and conditions:

Client names: \_\_\_\_\_

This document constitutes a legally binding contract between the clients named above and Vicarage Boutique Hotel Limited (trading as The Old Vicarage Boutique Wedding Venue), company registration number 07170644, ("the hotel"). The venue asks that you do not sign and return these terms and conditions to the venue unless you fully understand each one. If you have any queries on any of the terms stated below please contact venue management for clarification before signing and returning. It is important that both parties understand that by signing these terms and conditions you agree that you are both joint severally liable for any agreed fees.

## Payment for an event

A non-refundable deposit of £1,500.00 is required at the time of booking to secure your wedding date. By paying this deposit you are agreeing to these terms and conditions.

The venue is not responsible for any loss or damage to any property whilst guests are onsite.

Full payment for the wedding is required one month prior to your wedding date.

Payments not received one month prior to the wedding event will be charged at 1% of the total bill per day without notice.

We do not accept card payments for final invoice payments; a BACS transfer should be arranged with the reference stating your surnames and date of wedding.

Once the final balance has been paid, the venue will make no monetary refund. The venue will also not make any substitutes, once final numbers have been confirmed and the final invoice has been paid we are unable to refund for any additional guests or substitute the cost paid for the additional guests for any other product.

The bride and groom will be responsible for any damage caused to the venue by themselves, a subcontractor or your guests and shall pay for such damage or loss of business caused as a result.

A gratuity of £150.00 will be added to the final invoice. This is greatly appreciated and divided equally between all staff. This is up to your discretion.

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_

### Boutique Bedrooms

All eight bedrooms are reserved for you and your guests. Each room must be allocated to a guest and can be paid for on your final invoice or by the guest occupying the room.

Any rooms not occupied will be charged in full to the bride and groom on check – out.

Upon check – in all guests are required to provide the venue with debit/credit card details, any bar purchases or room charges not settled on check out or any damage to rooms will be debited from the card details that have been provided for that room.

The venue will also require card details of either the bride or groom for the bridal suite. Any unresolvable damage caused to the venue during the stay for your wedding will be debited from the card details provided for the bridal suite.

It is the responsibility of the bride and groom to make all guests aware of venue procedure before their arrival. Any refusal by guests to comply with hotel regulations will result in that guest unfortunately not being able to stay at the venue.

In any event a room or area of the venue is deemed to need a deep clean by a professional team a £200.00 fee will be debited from the card details provided by the bride and groom.

The venue has a strict non – smoking policy and any deviation from this will result in a deep clean charge.

Additional children's beds required in rooms are charged at £20.00 + VAT per bed, per night including breakfast.

### Check – in times

If you have hired The Old Vicarage for exclusivity the night prior to your wedding, check – in to rooms is between the hours of 4pm – 10pm.

If exclusivity the night prior to your wedding is not required the bride and a maximum of six guests can access the bridal suite at 12.30pm on the day of the wedding. All seven other rooms may be accessed from 3pm onwards.

Under no circumstances will guests be able to check – in to rooms early or have any access to them. It is your responsibility to make all of your guests aware of check – in times.

Ensure that you make all your guests aware that The Old Vicarage is not a typical 'hotel' we are a wedding venue with rooms so amenities and flexibility may not be, as they would expect. Please ask guests to contact venue management if they have any questions regarding their rooms prior to your wedding.

Check – out the day after your wedding is strictly by 10am. Any guests who check out after 10am will be charged. Please make your guests aware!

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_

### Wedding Package and optional extras

All wedding packages and optional extras are subject to VAT at the time of invoice.

Additional guests are charged at £75.00 per head outside of the package plus VAT; this includes the 3-course wedding breakfast, sparkling wine toast and sparkling wine reception drink. It does not include any additional wine.

If you wish to provide a 'cheese cake' for you guests, the venue must provide the crackers and chutneys to accompany the cake. Please consult venue management for the cost of this.

All guests over the age of two years of age must be provided with a meal by the venue.

A Supplier's meal will be charged at £25.00 per head exclusive of VAT.

If you would like to marry in our bandstand, we charge an additional £200.00 + VAT to your ceremony cost. If you would like to cancel the use of the bandstand, you may do so within one week of your wedding, which will be fully refunded. If you cancel outside of the one-week window, unfortunately we cannot offer a refund.

### Cancellation charges:

Both the bride and groom must make all cancellations in writing. Upon any cancellation you will have no right to have your deposit returned.

If a booking is cancelled you will be liable to pay a sum to the venue in accordance with the section below headed 'Notice Period' within 30 days of the date of cancellation; and

Any mock invoices provided by the venue to the bride and groom in the planning period will count as a re-quote and cancellation charges will be based on the latest quote or mock invoice.

Should any outstanding amounts be unpaid and the Vicarage be left with no alternative but to hand the debt over to our third party collection agency, all additional charges will be added to the final balance for collection.

### Notice period

- 0-50 weeks prior to the confirmed date. 100% of the estimated total as quoted
- 51-70 weeks prior to the confirmed date. 50% of the estimated total as quoted
- 71-90 weeks prior to the confirmed date. 25% of the estimated total as quoted.

Deposits are under no circumstances refundable.

We DO NOT move wedding dates. If you wish to do so, your wedding will be processed as a cancellation and you will be required to pay the above cancellation charges, if applicable. You will be required to re-book your wedding as a new booking and pay a £1,500.00 deposit for your new date. Your original terms and conditions will still apply.

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_

### Wedding guests

The maximum numbers you can invite to your wedding are 60 daytime guests and 80 evening guests unless pre-arranged with venue management.

The venue will not be held responsible of any loss, damage or theft of any items belonging to any person attending a function.

We suggest the appointment of one or two members of your bridal party who can be responsible for the presents and valuables, as we cannot accept responsibility for any of these precious items. All must be removed on the night of the wedding.

Children are welcome at weddings; however the venue and its grounds are potentially hazardous. We cannot accept any liability whatsoever in the event of an accident due to children playing. We respectfully ask that guardians keep a watchful eye and ensure their children are always confined within the area of the wedding or well supervised.

No guests are permitted on site before 12.30pm on the day of a wedding; it is the responsibility of the bride and groom to ensure that guests follow venue procedure.

### Licensing and entertainment

As we are not licensed for outside entertainment, we cannot allow any music outside during the day or evening (other than for the outside ceremony specifically). We do allow acoustic sets inside during the day, however if this is too loud, all doors and windows would need to be closed.

If the bride and groom provide an iPod for The Old Vicarage to play during the civil ceremony, we must receive this in full working order, fully charged and the playlists ready as requested. The Old Vicarage cannot be held liable for any technical issues. This service is provided purely as an assistance and The Old Vicarage cannot be accountable should any issues whatsoever occur.

In accordance with the premises licence granted to the venue all doors and windows to the premises shall be kept closed after 9pm.

Doors and windows will also be closed during the playing of any live music.

We do not allow bouncy castles at The Old Vicarage.

Alcohol consumption outside or in the grounds of the venue is forbidden from 11pm onwards.

The client must seek prior consent of the venue for any entertainment or service contracted for the function. Large bands, specifically drums and saxophones are NOT permitted at the venue.

The venue reserves the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives and the client must take all necessary action to correct. Should the

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_

venue feel their licensing agreement is being compromised, we will take the necessary action to rectify.

Venue management will have the final decision on any entertainment suppliers performing at the hotel. If couples are unsure they must check with the venue before booking.

Unfortunately any bands with a large set up and drums that arrive onsite on the day of a wedding **will not be allowed to perform.**

In the event of failure to comply with management requests, the venue reserves the right to terminate the contract and stop the event without being liable for any refund or compensation.

Any equipment left on – site by suppliers must be removed from The Old Vicarage by 10am the following day. It is your responsibility to make your suppliers aware.

Any outdoor activities that you wish to hire for your wedding must end at 8pm.

### Corkage

The bride and groom or their guests may not bring any alcohol, beverages or food into the venue or grounds, unless pre-agreed by the hotel management.

Alcohol brought onsite will result in a £100.00 per bottle corkage fee being added to the bridal party room account. This includes gifts for or from guests. It is the responsibility of the bride and groom to make sure all guests are aware.

Residents of the venue are not allowed to bring their own alcohol to consume in their rooms. The venue will place a £100.00 corkage charge onto any room tab of anyone caught consuming their own alcohol in their room.

The Old Vicarage does not offer any corkage options.

The bride and groom are allowed to provide shots of alcohol as wedding favours for their guests which is to be pre-agreed by the hotel management. The charges are as follows.

- A shot of alcohol as a wedding favour: £3.00 per shot

### Venue reputation

The venue will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. The venue reserves the right to make alternative arrangements regarding any agreed details should any unforeseen problems arise, or to provide alternative services of at least equivalent standard at no additional costs. We do strongly advise our couples to consider wedding insurance in case of any unforeseen circumstances.

The venue reserves the right at its sole discretion to evict any person attending a function who behaves abusively or unreasonably.

At the absolute and unfettered discretion of the venue any function may be cancelled by the hotel even if paid in full, if the hotel has reasonable grounds for believing that the holding of such function would prejudice the reputation, good name or standing of the hotel.

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_

On booking and paying your wedding deposit, both the bride and groom named above are agreeing to these terms and conditions with the venue, even prior to signing the terms and conditions.

We the bride and groom also agree that any photos taken during the wedding can be used for venue marketing specifically.

We agree to the above terms and conditions as stated above.

Date of wedding: \_\_\_\_\_

Estimated numbers: \_\_\_\_\_ day \_\_\_\_\_ night

Signed by bride:

\_\_\_\_\_

Printed name of the bride:

\_\_\_\_\_

Date of signature:

\_\_\_\_\_

Signed by the groom:

\_\_\_\_\_

Printed name of the groom:

\_\_\_\_\_

Date of signature:

\_\_\_\_\_

Address of the bride:

\_\_\_\_\_

\_\_\_\_\_

Telephone number of the bride:

\_\_\_\_\_

Address of the Groom:

\_\_\_\_\_

\_\_\_\_\_

Telephone number of the Groom:

\_\_\_\_\_

Date deposit paid:

\_\_\_\_\_

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_

Signed by hotel:

---

Printed name:

---

Date of signature:

---

I can confirm that we have received a copy of these terms and conditions:

Bride:

---

Groom:

---

---

INITIAL HERE: BRIDE\_\_\_\_ GROOM\_\_\_\_