

# WEDDING CEREMONY & SERVICES

BOOKING FORM · TERMS & CONDITIONS



# WEDDING CEREMONY & SERVICES

## MANAGEMENT TEAM & PLANNING

One of our Management Team will be on hand during your planning stages to assist you.

Your second deposit is due nine months prior to the wedding date.

One of our team will contact you to arrange a detailed appointment approximately eight weeks prior to the wedding to discuss your wedding details.

Your final details appointment and confirmation of final numbers will take place 14 days prior to your day.

The Master of Ceremonies will require the table plan, place cards and favours on the Monday prior to the wedding date.

## CHILD PRICES

Under three years: Free of charge

Three years to twelve years: based on the children's menu £10

Three years to twelve years: based on the adult menu 50% discount

Over twelve years: Full price.

## WEDDING CEREMONY ROOM HIRE

The conservatory is perfect for civil or religious ceremonies and can accommodate up to eighty guests.

Ceremony room hire for the garden room is £250.

## GUEST ROOM RATES

All packages include 5 bedrooms, including the honeymoon suite.

The rooms are on a bed and breakfast basis. All 5 rooms are in the main hotel and situated at the front of the hotel where possible.

Extra rooms can be booked at the best available bed and breakfast rate at [piersland.co.uk](http://piersland.co.uk) or by phoning the hotel direct.

# WEDDING BOOKING FORM

To reserve and confirm a wedding celebration at Piersland House, please complete and return the signed booking form, the wedding booking terms and conditions and the required deposit.

Once we receive this we will write to you to confirm your wedding reception.

Married name of Wedding Couple

First names of Wedding Couple

Client name (person responsible for payment of hotel account)

Mr / Mrs / Ms	First Name	Surname
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Client address

Town

Postcode

Telephone number

Email

Date of wedding

Approx number of day guests

Approx number of evening guests

Deposit included

Initial Deposit of £1000 (2nd payment £500 - total amount due 9 months prior to wedding date is £1500)

Contact person for wedding arrangements

Contact telephone number

Contact email

Additional information

Signature

Print name

Date

Please note that once the above booking has been completed and the deposit has been received all terms & conditions apply

## WEDDING BOOKING TERMS & CONDITIONS

### PRICES

The prices in this brochure are valid from 1st January each year and are inclusive of VAT at the current rate. We reserve the right to apply an increase to these prices without prior notification, in the event of unexpected, and rare, events.

### RESTRICTED DATES

There are certain dates in the year eg. Christmas Day, Hogmanay and New Year's Day, that will be subject to a minimum spend per person which may be above the wedding package prices on food and drink. If you are interested in planning your big day on any of these dates then please ask the Hotel Manager for details.

### PROVISIONAL BOOKINGS

You can make a provisional booking which we will hold for 13 days to allow you to co-ordinate other arrangements. If this booking remains unconfirmed after 14 days we will automatically release the booking.

### CONFIRMATION

To confirm your booking the person who is responsible for payment of the final account must complete the booking form and pay a non refundable deposit of £1000 to secure the date. The terms and conditions must also be signed and returned with the initial deposit. On receipt of the terms and conditions booking form, the hotel will then confirm the booking in writing. In addition to the non refundable £1000 deposit, a further £500 non refundable deposit is required 9 months before your wedding date. We regret that we cannot hold a wedding booking if the full deposits are not paid.

### MINIMUM NUMBERS

Weddings can take place at Piersland House on any day of the week. On certain days throughout the year the minimum numbers attending the wedding meal are restricted. This number is based on adult guests and excludes children. If your adult guests fall below the minimum numbers set, then a surcharge of the number of adults below the minimum times your chosen menu and a glass of wine per person, will apply.

### ACCOUNT PAYMENT

A pro forma invoice for the estimated cost of your wedding, based on your final numbers, will be prepared and sent out. The full 100% of the estimated wedding balance is payable 14 days before the date of your wedding. This will be the minimum number of guests charged for. Any additional costs will be calculated on the day of your wedding and the additional account is payable on departure. Interest on an overdue account will accrue at the rate of 3% above the Bank of Scotland base rate from the date the account is due.

### CANCELLATION POLICY

Weddings are booked many months, if not years, in advance. If you cancel at short notice it is very unlikely that we will be able to take a replacement wedding booking. In such circumstances the following cancellation charges will apply:

Within 32 weeks: loss of deposits

Within 26 weeks: loss of deposits or 40% of the total estimated value, whichever is greater

Within 12 weeks: loss of deposits or 60% of the total estimated value, whichever is greater

Within 8 weeks: loss of deposits or 70% of the total estimated value, whichever is greater

Within 4 weeks: 100% of the total estimated value

Minimum numbers Sunday to Thursday for the purpose of cancellation will only be 50

### GIFTS

Piersland House is not responsible for any loss, damage or storing of wedding gifts and cards. The client is responsible for the movement and storage of any gifts or cards and for ensuring that they are taken with you at the end of the wedding. The hotel is not responsible for any gifts or cards which are stored in the bedrooms or changing rooms.

### DAMAGE

The client is responsible for any loss or damage to the premises or building of Piersland House which is caused by the client their guests.

### BEVERAGE AND FOOD

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises without the agreement of Piersland House.

Client Signature

Client Name

Date of Wedding

Date of Signature