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## Wedding Reception Booking Form

Booking Date:.....

Reception Day & Date:.....

Name:.....&.....

Address:.....

.....

Telephone Number:.....

Email:.....

Type of Ceremony: CHURCH / CIVIL CEREMONY (*Delete as applicable*)

Type of Reception: Daytime & Evening / Late Ceremony & Evening Only / Evening Only

CIVIL CEREMONIES: We confirm the registrar has been booked by ourselves: YES / NO / n/a

Wedding Time:..... Place:.....

Approx. number for Main Reception:.....

The Venue Fee is £..... for ..... guests  
(Applicable Venue fee's can be found in your Wedding Information Package)

Total number of Evening Guests attending:.....

Resident DJ to be booked: YES / NO .....

Have you booked any other services (i.e. fireworks (administration charge will apply), musicians etc) to attend your Reception: YES / NO

Details:.....

Will you require any other Accommodation: YES / NO Please reserve - ..... Rooms

### RESERVATION FEE OF £2000.00 RECEIVED WITH THANKS

Please Note: By signing this form you are entering into a contract with an obligation to honour the conditions listed overleaf including the payment of monies when requested and on time and accept the additional charges for late payment.



All fees are non-refundable under any circumstances should you cancel your reception.

Signed..... On Behalf of Blakelands Country House

Signed..... On Behalf of the Wedding Party

We have read the terms & conditions & additional guidance notes, printed on the reverse of this form & contained within the appropriate wedding brochure and accept our obligation to honour those conditions.

## Terms & Conditions

1. **All Bookings** are accepted & quotations given on the basis that minimum number requirements as shown on the individual menu's / brochures being met.
2. **All Bookings** once made and accepted are then conditional upon payments all being paid in accordance with the stated guidelines detailed in our information packages & ALL accounts must be paid in full prior to your booking date.
3. **Payments** – for all Weddings an initial booking fee of £2000.00 is required, followed by a second payment of £1000.00 six months prior to the wedding date. 70% of the remaining balance is required at 6 weeks prior with all final balances paid no later than 3 weeks prior to the Reception date.
4. **You are required to Comply** with the guidance notes as shown in our information packages as a condition of the booking, failing which we reserve the right to regard the booking as cancelled whereupon any payments made will be forfeit in accordance with the conditions below.
5. **Civil Ceremonies** – It remains at all times your responsibility to ensure the booking of the Registrar for attendance at your Wedding Ceremony and to comply with any & all conditions imposed by him. Blakelands is not responsible to ensure the arrival or attendance of the Registrar or the completion of any Marriage Ceremony.
6. **Deliveries** – We can accept no responsibility for the safekeeping of any hired, lent or gift items (i.e. candlesticks, cakes, table decorations, cameras, or presents) received on your behalf.
7. **Loss of Left Belongings** – Blakelands is not responsible for the safekeeping or recovery of any items left overnight following or lost during the Reception.
8. **Decorations** – We reserve the right to alter, change or request the removal of any decoration, be it floral, balloons, candles etc. that we deem unsafe, dangerous or impedes or endangers Blakelands staff in the carrying out of their duties.
9. **Liqueur Licence** - Blakelands operates a full bar until 12.00 midnight on all evenings, and all music / discos must be timed to finish at 12.15 am. Blakelands does not operate a Residents late bar. We do not allow for the provision of your own wine or drinks & **the drinking of alcohol or soft drinks not purchased at Blakelands is prohibited.**
10. **Minors** - No liability can be accepted for accidents involving minors occurring due to lack of sufficient parental/adult supervision.
11. **Damage** – You remain responsible for any damage to Blakelands, its buildings or contents. We reserve the right to notify you within 48 hours of your event of any damage that has taken place. In this event you may if you wish have your own representative quote for repairs.
12. **Theft** – You remain responsible for any theft of Blakelands property. We reserve the right to notify you within 48 hours of your function of any theft that has taken place.
13. **Cancellation of the Reception (by You)**- following initial booking, you have a 14 day period within which to cancel your Reception with the return of any monies paid, following this, all booking fee's and stage payments are non refundable in the event of cancellation and any payments due at the time of cancellation will still be due as a cancellation fee.
14. **Rebooking of the Reception** – should you wish to move or rebook your Reception to within 12 months of the original date, all monies received will be transferred to the new date, with the additional Six Month Confirmation Fee now being due upon rebooking. Any terms for rebooking beyond 12 months remains at Blakelands Discretion. Any discounts, special offers, early bird offers could be voided with the change of date. New terms and costs may apply.
15. **Cancellation of the Reception (by Blakelands)** - We reserve the right to cancel any booking giving a minimum of 12 months notice and the refund of any monies paid.
16. **Cancellation due to late payment** - We reserve the right to cancel any booking, at any time if payment schedules are not honoured or the conditions of booking are not adhered to.
17. **Third Party Suppliers & Data Protection** - We will only pass your contact details on to our approved 3<sup>rd</sup> party suppliers who may contact you to offer their services, if you DO NOT wish us to do so please circle here - **NO**

Any & all bookings at Blakelands are accepted on the understanding that all of the above terms & conditions are accepted by the person or persons booking the function / reception.

REF 25/01/18

Please sign below if this sheet is printed separately from your booking form.

Signed..... On Behalf of the Wedding Party

We have read the terms & conditions & additional guidance notes, printed here & contained within the appropriate wedding brochure and accept our obligation to honour those conditions.