

Kirkley Hall Wedding Terms and Conditions

Standard Terms and Conditions

Kirkley Hall asks clients to be aware that business with the company is conducted on the basis of our Standard Terms and Conditions.

Confirmations

Bookings will be treated as provisional until the signed contract (the Confirmation) is returned by the Client, which should be within 7 days of the original booking and Kirkley Hall is in receipt of a deposit of £500. This deposit is non-refundable and the booking is only confirmed on receipt of the deposit.

The Client must tell Kirkley the anticipated number of guests attending not less than 28 days prior to the function.

Final numbers must be given to Kirkley at least 14 days prior to the function. The amount payable by the Client will be calculated on this final number or the number who attend on the day, whichever is greater.

Cancellations

Should you have to cancel your booking; a charge may be made, calculated as a percentage of the total booking value, according to the scale below:

Cancellation Period	Percentage
3 months or more prior to the event	50%
Between 3 months and 1 week prior to the event	75%
Less than 7 days prior to the event	100%

The Client should confirm all cancellations in writing.

In the occurrence of a cancellation any costs incurred for a particular event, that otherwise would not have been incurred; will be charged to the client unless Kirkley Hall are able to mitigate their loss.

Reduction in Numbers

Kirkley Hall reserves the right to set a minimum number to be charged for the event.

Any reduction in numbers in the last 28 days, prior to the event, will be charged at 50% of the agreed individual rate, unless the minimum number to be charged is applicable.

Deposits and Payment

Kirkley Hall requires a deposit of £500 to secure a booking date and if not paid this will invalidate any verbal agreement and Kirkley Hall may treat the booking as cancelled.

For Wedding receptions the deposit paid is non-refundable.

Full payment will be required prior to the event, and the amount as invoiced must be received 14 days prior to the event.

Cheques should be made payable to: Kirkley Hall Limited.

Credit

Credit is available only if agreed with Kirkley Hall on booking the function. Where credit is agreed, the Client should pay upon receipt of the invoice.

Interest

Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment at a rate of 4% above the Co-operative Bank PLC base rate from time to time in force and shall accrue at such a rate after, as well as before any judgment.

Damage

The Client is responsible for any damage caused by the Client or his guests, agents, employees or delegates etc. The Management, staff and Kirkley Hall Operations cannot accept any responsibility for any valuables and property which are lost, stolen or during the event.

Corkage

The Client or guests should not bring any wines, spirits, beers, non-alcoholic or other beverages, or food into Kirkley Hall for consumption on the premises, without the written consent of Kirkley Hall. **These arrangements will always incur a charge.**

Prices Quoted

Menu prices at the time of booking are subject to review and increase based on supplier price increases.

Failure to comply

Kirkley Hall will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to fire, storm, explosion, flood, act of God, action of any Government or Governmental Agency, shortage of materials or goods, strike or lock-out.

Date of Wedding

Groom's Full Name

Groom's Address

Postcode

Telephone Mobile

E-Mail Address

Groom's Full Name

Groom's Address (if different from above)

Postcode

Telephone Mobile

E-Mail Address

Groom's Signature Date

Groom's Signature Date

Invoice Address (if different from above)

Postcode Telephone

How did you hear about Kirkley Hall?

For and on behalf of Kirkley Hall Dated.....

Please sign and return to:

Wedding Team
Kirkley Hall
Ponteland
Northumberland
NE20 0AQ