



T H E K I N M E L

WEDDING & CIVIL CEREMONY AGREEMENT FORM

BRIDE/PARTNER TITLE FIRST NAME/S

SURNAME

GROOM/PARTNER TITLE FIRST NAME/S

SURNAME

DATE OF WEDDING RECEPTION PACKAGE BOOKED.....

TIME OF CEREMONY PROPOSED TIME OF ARRIVAL AT HOTEL
(IF CEREMONY NOT TAKING PLACE AT THE KINMEL)

NAME OF PERSON FOR INVOICING

ADDRESS

.....

..... POST CODE

HOME TELEPHONE NUMBER MOBILE

E MAIL

NUMBER OF GUESTS ATTENDING WEDDING RECEPTION (DAY)

NUMBER OF EVENING GUESTS

(Note the numbers stated will be the minimum number that will be charged for)

I, the undersigned, confirm the booking detailed above. I understand this Contract is subject to the Terms & Conditions overleaf and I confirm I have read and by signing, agree with them.

NUMBER OF GUEST BEDROOMS PROVISIONALLY HELD

SIGNED

PRINT NAME

DATE

Hotel Use Only

WEDDING & CIVIL CEREMONY/RECEPTION BOOKINGS TERMS & CONDITIONS

1. Confirmations

A completed and signed Wedding Agreement Form and deposit of £1,000 is required within 14 days to secure and confirm any verbal booking. The Exclusivity package requires a £5,000.00 deposit 12 months in advance of the Wedding. Should this not be forthcoming The Kinmel (hereafter referred to as 'The Hotel') is entitled to treat the provisional verbal booking as cancelled.

2. Price

In the event of any taxation change that is beyond the control of The Hotel (eg increases in the standard rate of VAT), the Hotel reserves the right to vary the prices quoted to the extent which reflects such change

3. Loss or Damage

The client is responsible for any loss or damage caused to Hotel property or equipment or any equipment hired to the client, by the client or the client's guests.

4. Finishing Times

Functions must finish at the time agreed when booking and extension of the times noted below may be possible Please liaise with your Wedding Planner at time of booking.

Friday & Saturday - Midnight
Sunday to Thursday - 11.00pm

5. Numbers Attending

The minimum number of guests required on a Friday or Saturday for the months of May to September is 70 adults during the day and 120 for the evening reception. This is the minimum number that will be charged for. An increase in numbers is possible with adequate notice. Minimum numbers may not apply to mid-week or Sunday weddings during this period or for the months of October to April. Final chargeable numbers will be those confirmed and advised 14 days prior to the function.

6. Payment Terms

- a) £1,000 non-refundable and non-transferable deposit with Wedding & Civil Ceremony Agreement Form completed and signed to secure reservation
- b) Exclusivity package £5,000 12 months in advance of function date
- c) 50% of anticipated account (including the £1,000 or £5,000 deposit) six months prior to function
- d) Balance of anticipated account two weeks prior to function
- e) Any additional charges incurred to be settled the day following the function

7. Cancellations

Should for any reason you have to cancel your booking, notification in writing must be sent to The Hotel by the person who signed the Agreement Form. The Hotel will charge a percentage of the total anticipated account value based on the agreed numbers on your signed Agreement Form in line with the notice period given as follows:

Within 26 weeks of the function 50%
Within 2 weeks of the function 100%

8. Cancellation By The Hotel

The Hotel reserves the right to cancel the booking if:

- a) Any part of The Hotel is closed or unavailable because of any event beyond The Hotel's control
- b) If the client is more than 30 days in arrears with any payment due to The Hotel
- c) The booking may, in the reasonable opinion of The Hotel, damage the reputation of The Hotel
- d) Either Party becomes insolvent
- e) If you wish to make any significant changes to the function regarding the anticipated number of guests The Hotel reserves the right to amend the rates and the facilities offered or if agreement on alternatives cannot be reached then cancel without refund.

9. Health & Safety

If during the Wedding/Reception the client uses the grounds of The Hotel for any activities other than photographs or socialising ie. wishes to provide a bouncy castle, the client is expected to furnish The Hotel with details of the activity and, where appropriate, to provide a 'Safe System of Work' in writing at least 14 days before arrival to allow the Hotel Management to assess the Health and Safety implications of such activities. The Hotel will refuse activities they feel will interfere with the comfort and wellbeing of other guests.

10. Children

Children are welcome to attend the day time reception, however children under the age of 16 cannot attend evening events unless all the accommodation in the Hotel is booked by the Wedding Party.