

## **TANKERSLEY MANOR HOTEL**

### **WEDDING PACKAGE 2010**

We will provide the perfect venue for your wedding day, whether it is a Small intimate gathering or a large celebration, we will ensure that everything runs smoothly to make your special day a dream come true.

#### **Your Wedding Package includes the following:**

Traditional Red Carpet Welcome

White Table Linen

Three Course Sumptuous Wedding Breakfast including Coffee & Mints

Cake Stand and Cake Knife

Master of Ceremonies

Dance Floor for the Evening Reception

Preferential Accommodation Rates for your guests

## **Civil Marriages & Partnerships**

At Tankersley Manor we are licensed to host your Civil Marriage or Civil Partnership. A Civil Ceremony is a non-religious service which you can make as personal as you Want with music and readings (must be secular). You need to discuss your specific Requirements with the local registrar before the ceremony and this should be done Prior to making a confirmed booking of the hotels facilities.

To help you plan your civil ceremony, you may find the following information useful:

### **Barnsley Register Office – 01226 773080**

Once you have booked the Superintendent Registrar and secured your booking at the Tankersley Manor Hotel, you will then need to contact the Register Office where you both reside to arrange to give your legal notice of marriage.

### **Arrival Time**

The groom should arrive at the Hotel at least 30 minutes before the ceremony. This ensures the Registrar has sufficient time to verify the information given on the notice of marriage and for the ceremony to proceed.

### **Witnesses**

You are required to provide two witnesses. They must be at least 16 years of age.

### **Attire**

We only ask that you treat the ceremony as a serious occasion and dress accordingly.

### **Signing the Register**

You will be required to sign in Registration Ink with your usual signature

### **Photography**

You may, with the permission of the Superintendent Registrar use a video camera during the ceremony, but not during the signing of the Register. A mock signing can be arranged for photographs afterwards.

### **Music**

Music may be played before and after the ceremony. The bride may come down the aisle to the traditional Wedding March. Religious content is not permitted at Civil Wedding Ceremonies.

## **WEDDING ACCOMMODATION TARIFF 2010**

Tankersley Manor has 100 spacious and luxurious bedrooms with all the facilities expected of a deluxe four star hotel.

### **Wedding Rate**

**Guest Room: £89.00 per night**

**\*\* Book a two night stay at £89 per room per night and receive dinner for two in the Onwards Arms or Manor Restaurant on the first night for free\*\***

Should you wish to upgrade yourself into one of our more spacious rooms? We could offer the following upgrade rates:

**Guest Room – Four Posters: £25.00 per night**

**Guest Room – Junior Suite £25.00 per night**

**Guest Room – Suite: £50.00 per night**

*These special rate are subject to availability at the time of booking and are available up to 3 months prior to the wedding date*

These rates include full English Breakfast, use of the hotel extensive leisure facilities (excluding Spa treatments) and VAT at the prevailing rate.

## **WEDDING TARIFF 2010**

### **Civil Ceremony Room Hire**

The Crook Barn Civil Ceremony Room	£375.00
The Fitzwilliam Suite	£275.00
The Wharncliffe Suite	£200.00

### **Wedding Package**

At Tankersley Manor Hotel we offer All Inclusive Packages that are tailored Specifically to suit your day. Alternatively, you may choose your own requirements from the menus enclosed.

### **All Inclusive Wedding Packages**

The Tankersley Suite (2009)	£4995.00
The Tankersley Suite (2010)	£5250.00
The Tankersley Suite (2011)	£5495.00
The Manor Suite (2009)	£3595.00
The Manor Suite (2010)	£3750.00
The Manor Suite (2011)	£3995.00
The Wharncliffe Suite (2009)	£2010.00
The Wharncliffe Suite (2010)	£2050.00
The Wharncliffe Suite (2011)	£2100.00

### **Wedding Buffet Prices**

Starting From	£13.50 per person
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### **Wedding Drinks Packages**

Starting From	£10.00 per person
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### **Reception Canapés**

Chefs Selection of Finest Canapés From (3 per Person)	£5.00 per person
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## **Tankersley Manor Wedding Menu**

Our Head Chef and his brigade have created a first class menu using the freshest ingredients to create a memorable dining experience.

The selector menu can be used to create your own bespoke menu and also offers a selection of Sorbet, Soup and Cheese Courses and a Selection of Enhanced Dishes to add an extra special touch to your Wedding Breakfast. Alternatively, you may decide that one of our All Inclusive Packages is perfect for your requirements,

Please see the special inserts.

If you have any special requests, cultural or dietary requirements that are not featured in this Menu our chef would be delighted to assist in creating a dish to your personal specifications

We offer a set price of £27.95 for a three course meal followed by freshly brewed coffee or tea served with chocolate mints. Please see the supplement charges indicated in brackets that applies to certain dishes.

Please Choose One Set Starter, Main Course and Dessert  
Choice or Your Entire Party.

Choice Menus Available at a Supplement Charge.  
Please Ask for Further Details

**To Begin...**

Cream of Leek and Potato soup

Cream of Roasted Tomato and Basil soup

Broccoli and Stilton soup (£1.00)

Fish soup with Aioli and Gruyere Croutons (£1.50)

Ham Hock Terrine, Toasted Brioche & Plum Chutney

Chicken Liver Parfait, Red Onion Marmalade & Toasted Brioche

Duo of Melon, Red Berry Sorbet & Raspberry Coulis

Tomato & Mozzarella Salad & Basil Dressing (£3.00)

Smoked Haddock Fish Cake, Rouille Dressing & Salad (£1.50)

Simply Smoked Salmon, Fresh Leaf Salad & Lemon Dressing (£3.00)

Smoked Chicken Caesar Salad (£2.50)

**Sorbets £2.75 as an Intermediate Course**

Vodka Martini

Gin and Tonic

Mango and Lime

Champagne

Lemon

Orange

**Soup £2.75 as an Intermediate Course**

Cream of White Onion Soup

Roasted Tomato and Rosemary Soup

Roast Butternut Squash & Thyme Soup

Pea & Ham Soup

Carrot, Honey & Ginger Soup

Celeriac & Apple Soup

**To Continue...**

Traditional Beef & Ale Pie Served With Mashed Potato.  
Seasonal Vegetables & Roast Gravy

Lincolnshire Sausage Served With Champ Mash,  
Seasonal Vegetables & Onion Gravy

Chicken Breast Wrapped in Smoked Bacon & Rich Red Wine Sauce.  
Served with Seasonal Vegetables & Potatoes

Supreme of Salmon with a Prawn & Crab Butter Sauce.  
Served with Seasonal Vegetables & Potatoes

Roast Pork, Apple Sauce & Grain Mustard Cream.  
Served with Seasonal Vegetables & Potatoes

Roast Turkey Escalope, Bacon & Cranberry Jus.  
Served with Seasonal Vegetables & Potatoes

Rump of Lamb with Ratatouille & Rosemary Sauce.  
Served with Seasonal Vegetables & Potatoes (£3.00)

Confit of Duck Leg, Mash & Red Wine Reduction.  
Served with Seasonal Vegetables (£2.00)

Classic Roast Beef & Yorkshire Pudding.  
Served with Seasonal Vegetables & Potatoes (£8.00)

Brie Stuffed Chicken Breast & Dauphinoise Potatoes.  
Served with Seasonal Vegetables (£2.50)

Haddock Fillet, Chive Beurre Blanc & Tarragon Crushed Potatoes.  
Served with Seasonal Vegetables (£2.50)

Braised Barnsley Chop, Garlic Mash Potato & Roasted Vegetables  
(£3.00)

Roasted Beef Fillet, Wild Mushroom Sauce & Fondant Potatoes  
(Market Price)

Wild Mushroom Risotto & Parmesan Shavings

Sunblushed Tomatoes & Spinach Tagliatelle, Roasted Vegetables

Red Onions & Goats Cheese Tart, Rocket Salad & Balsamic Reduction

**Sweet Endings ...**

Sticky Toffee Pudding, Toffee Sauce

Lemon Sponge Pudding & Custard

Glazed Lemon Tart, Raspberry Sorbet (£1.50)

Red Berries Filled Brandy Snap Basket with Italian Meringue Topping  
(£1.00)

Classic Eaton Mess

Vanilla Crème Brulee, Shortbread Biscuit

Pear & Almond Tart served with Chantilly Cream

Strawberry Cheesecake, Raspberry Coulis

Bramley Apple Pie, Vanilla Pod Ice Cream

Traditional Tiramisu, Coffee Ice Cream (£3.00)

Cheese & Biscuits (£3.00)

**To Finish...**

Petit Fours – Homemade Petit Fours Served after coffee at the end of your dining experience £1.50 per person

Liqueurs – A wide selection of Liqueurs, Whiskeys and Cognacs can be offered after your Dessert on request to complete a memorable Dining Experience

Tankersley Manor Cheese Platter – 3 Traditional Cheeses served with a selection of Crackers, Grapes and Celery £55 per table (Maximum Table of 8)

## **Tankersley Manor Hotel All Inclusive Weddings**

### **Tankersley Suite**

Includes:

- Canapés on arrival for 95 guests (chefs choice)
- Wedding Breakfast for 95 guests (set menu)
- Full Drinks Package (arrival, with meal, & to toast) for 95 guests
- Evening Buffet for 130 guests (choice of 7)
- DJ & Disco until 1am
- Table plan & menus
- Toastmaster for the day
- Cake stand & knife
- Traditional white linen
- Complimentary Junior Suite or Four Poster Suite for the Bride & Groom  
*(Subject to availability)*

*Based on 95 adults for the day and 130 for the evening.*

### **Manor Suite:**

Includes:

- Canapés on arrival for 60 guests
- Wedding Breakfast for 60 guests
- Full Drinks Package (arrival, with meal, & to toast) for 60 guests
- Evening Buffet for 100 guests
- DJ & Disco until 1am
- Table plan & menus
- Toastmaster for the day
- Cake stand & knife
- Traditional white linen
- Complimentary Junior Suite or Four Poster Suite for the Bride & Groom  
*(subject to availability)*

*Based on 60 adults for the day and 100 for the evening.*

### **The Wharncliffe & Fitzwilliam Suites**

Includes:

- Canapés on arrival for 25 guests
- Wedding Breakfast for 25 guests
- Full Drinks Package (arrival, with meal, & to toast) for 25 guests
- Evening Buffet for 50 guests
- DJ & Disco until 1am
- Table plan & menus
- Toastmaster for the day
- Cake stand & knife
- Traditional white linen
- Complimentary Junior Suite or Four Poster Suite for the Bride & Groom  
*(Subject to availability)*

*Based on 25 adults for the day and 50 for the evening.*

## The Manor Restaurant

Includes:

Canapés on arrival for 40 guests

Wedding Breakfast for 40 guests

Full Drinks Package (arrival, with meal, & to toast) for 40 guests

Evening Buffet for 80 guests

DJ & Disco until 1am

Table plan & menus

Toastmaster for the day

Cake stand & knife

Traditional white linen

Complimentary Junior Suite or Four Poster Suite for the Bride & Groom

*(Subject to availability)*

*Based on 40 adults for the day and 80 for the evening.*

*NB Extra adults (up to the maximum numbers) can be added to the Day & Evening for £59.95 per person, or Evening only for £13.50 per person. Children can be counted as included in the numbers (no reduction in price), or added as extra guests to the Day & Evening for £19.95 per child (including Childrens drinks package, Childrens meal, and half portion of Evening buffet) or Evening Only for £6.75 per child.*

## **ALL INCLUSIVE WEDDING BREAKFAST MENUS**

### **To Begin...**

Cream of Leek and Potato soup

Cream of Roasted Tomato and Basil soup

Ham Hock Terrine, Toasted Brioche & Plum Chutney

Chicken Liver Parfait, Red Onion Marmalade & Toasted Brioche

Duo of Melon, Red Berry Sorbet & Raspberry Coulis

### **To Continue...**

Traditional Beef & Ale Pie Served With Mashed Potato.  
Seasonal Vegetables & Roast Gravy

Lincolnshire Sausage Served With Champ Mash, Seasonal  
Vegetables & Onion Gravy

Chicken Breast Wrapped in Smoked Bacon & Rich Red Wine Sauce.  
Served with Seasonal Vegetables & Potatoes

Supreme of Salmon with a Prawn & Crab Butter Sauce.  
Served with Seasonal Vegetables & Potatoes

Roast Pork, Apple Sauce & Grain Mustard Cream. Served with  
Seasonal Vegetables & Potatoes

Roast Turkey Escalope, Bacon & Cranberry Jus. Served with  
Seasonal Vegetables & Potatoes

Wild Mushroom Risotto & Parmesan Shavings

Sunblushed Tomatoes & Spinach Tagliatelle, Roasted Vegetables

Red Onions & Goats Cheese Tart, Rocket Salad  
& Balsamic Reduction

### **Sweet Endings ...**

Sticky Toffee Pudding, Toffee Sauce

Lemon Sponge Pudding & Custard

Classic Eaton Mess

Vanilla Crème Brulee, Shortbread Biscuit

Strawberry Cheesecake, Raspberry Coulis

Bramley Apple Pie , Vanilla Pod Ice Cream

## ALL INCLUSIVE WEDDING DETAILS

### Canapés on arrival

Our Head Chef will choose carefully a selection of two different canapés per person.

### Drinks Packages

A glass of alcoholic fruit punch on arrival



A glass of red or white house wine with the meal



A glass of house sparkling wine to toast

### Drinks...those added extras

- ♥ 2 Glasses of wine with the meal instead on one  
£2.75 per person
- ♥ Bucks Fizz as an arrival drinks instead of fruit punch  
£1.50 per person
- ♥ Pimms & Lemonade instead of Fruit Punch  
£1.50 per person
- ♥ Champagne for the toast instead of sparkling wine  
£3.00 per person
- ♥ Upgraded wine with the meal (1 glass)  
£1.50 per person
- ♥ Upgraded wine with the meal (2 glasses)  
£4.20 per person

### Wedding Breakfast

Please choose one starter, one main course and one dessert from the enclosed All Inclusive Menus. You may also choose a dish that carries a supplement charge which will be payable in addition to the All Inclusive price.

### Evening Finger Buffet

(Please choose seven items from the list below)

#### Hot Dishes

Pork Pie  
Mini beef burgers  
Vegetables spring rolls  
Spicy potato wedges  
Cumberland sausage plait  
Minted lamb koftas  
Red onion & Goat's cheese pizza  
Meat samosas

#### Cold Dishes

Selection of finger sandwiches  
Savoury quiche

#### Desserts

Chocolate Éclair  
Mini Lemon Curd Tart

**TANKERSLEY MANOR HOTEL**

**EVENING BUFFET MENU 2010**

**HOT DISHES**

Pork pie  
Onion bhaji (v)  
Mini beef burgers  
Vegetable spring rolls (v)  
Teriyaki pork bruchetta  
Spicy potato wedges  
Cumberland sausage plait  
Peanut chicken skewer  
Minted lamb koftas  
Red onion and goat's cheese pizza (v)  
Meat samosas

**COLD DISHES**

Selection of finger sandwiches  
Selection of open bagels  
Savoury quiche (v)  
Wild mushroom and thyme bouchee (v)  
Vegetable crudités with an avocado salsa (v)  
Wedge of melon wrapped in parma ham

**DESSERTS**

Individual carrot cake  
Chocolate éclair  
Mini lemon curd tart

*£13.50 for seven items and £2.00 thereafter*

## Canapés

Three canapés for £5.00; £2.00 per additional selection

Salmon and spinach tortilla  
Glazed goats cheese and red onion marmalade on a basil croute  
Cherry tomato and feta salad  
Roast vegetable tartlet  
Celery with stilton  
Salmon and sole roulade  
Venison sausage, pomme puree  
Roulade of chicken and sun blushed tomato  
Chicken pate, caramelised orange and redcurrant  
Basil, mozzarella and sundried tomato on a garlic croute  
Smoked salmon, wasabi dressing rolled with yushi nori  
Wonton of chilli prawns with coriander  
Smoked halibut on pumpernickel

## **Carved Buffet (minimum numbers of 50 guests apply) £39.50**

Seasonal melon with a panache of fresh fruits  
Cold Selection:  
Hand carved honey roast ham  
Dressed poached salmon  
Fountain of king prawns  
Quiche selection

From the carvery, hand carved by your chef:  
Hot roast beef, hot roast turkey  
Complementing sauces and accompaniments  
Stuffed bell peppers with savoury cous cous

Selection of seasonal salads to include:  
Potato and chive, coleslaw, pasta salad and continental leaves  
Hot new potatoes

A selection of individual desserts

Freshly ground coffee or tea with chocolate mints

**BBQ Menu 1 - £17.95 per person**

Minted lamb burgers  
Cumberland sausage  
Spiced chicken drumsticks  
Vegetable kebab  
Buttered corn on the cob  
Coleslaw  
Mixed and green salads  
Tomato and onion salad in vinaigrette

A selection of desserts may be added for £4.50 per person

**BBQ Menu 2 - £29.95 per person**

Barbecue spare ribs of pork  
Minted lamb steak  
Cutlet of salmon  
Rump steak  
Chicken kebabs  
Cumberland sausage  
Buttered jacket potatoes  
Selection of seasonal salads

A selection of desserts may be added for £4.50 per person

*Minimum numbers of 30 apply*

**CHILDRENS MENUS 2010**

**Please choose one starter from the selection below**

Homemade Tomato Soup with Chunky Bread

Fruity Melon with Strawberries & Kiwi

Baked Potato Skins filled with Cheddar Cheese

Vegetable Sticks & Dips

**Please choose one main course from the selection below**

Tasty Chicken Fillets with vegetables & potatoes

Fabulous Fish Cakes with Sweet Chilli Sauce,  
new potatoes and fresh vegetables

Juicy Steak Burger in a seeded bun with tomato,  
lettuce and mayonnaise served with fries

Pork Sausages with creamy mash, baked beans & gravy

**Please choose one dessert from the selection below**

Warm Chocolate Brownie and Vanilla Ice Cream

Fresh Seasonal Fruits with warm Chocolate Dipping Sauce

Sticky Toffee Pudding with Fudge Sauce

Goey Stewed Apples & Custard

**£11.95 Per Child**

**TANKERSLEY MANOR HOTEL DRINKS PACKAGES**

**PREMIER SELECTION**

A glass of sparkling wine Bucks Fizz on arrival



Casa de Piedra Chardonnay or Casa de Piedra Cabernet Sauvignon



A Glass of Thomas Mitchell Brut Sparkling Wine to toast

*One glass with meal £10.00*

*Two glasses with meal £12.00*

**CLASSIC SELECTION**

A glass of Pimms and lemonade on arrival



San Rafael Sauvignon Blanc or Wandering Bear Merlot



A glass of Lanson Black Label Brut

*One glass with meal £14.75*

*Two glasses with meal £17.75*

**ROYALE SELECTION**

A glass of Kir Royale



Chablis, Michel Laroche or Il Ceppaiano Violetta



A glass of Lanson Black Label Brut Champagne to toast

*One glass with meal £18.95*

*Two glasses with meal £23.50*

**TANKERSLEY MANOR HOTEL – WINES BY THE GLASS**

FURTHER SELECTION	per glass
Selection of Sherries from	£2.95
Casa de Piedra Chardonnay	£3.40
or Casa de Piedra Cabernet Sauvignon (175ml glass)	
Thomas Mitchell Sparkling Wine (125ml glass)	£2.95
Bisol Jeio Rose (125ml glass)	£4.95
Lanson Black Label, Brut (125ml glass)	£6.75
Bucks Fizz	
Sparkling wine and orange juice	£3.95
Champagne and orange juice	£6.95
Kir Royale	
Sparkling wine and crème de cassis	£3.95
Champagne and crème de cassis	£6.95
Pimms and lemonade	£4.95
Mulled wine	£3.95
Alcoholic fruit punch	£3.95
Non-alcoholic fruit punch	£2.75
Fruit juice (per 1 litre jug)	£5.95
Mineral water (litre bottle)	£3.95

## TANKERSLEY MANOR HOTEL WINES BY THE BOTTLE

### Champagne

Lanson Black Label Brut (NV) – France	£39.95
Bollinger Special Cuvee (NV) - France	£57.95
Perrier Jouet Grand Brut – France	£41.95

### Sparkling White Wine

Thomas Mitchell Brut (NV) – Australia	£16.95
Prosecco di Valdobbiadene Brut Jeio (NV) – Italy	£19.95

### Sparkling Rose Wine

Bisol Jeio Rose - France	£23.95
Lanson Rose Brut (NV) – France	£42.95

### White Wine

Casa de Piedra Chardonnay - Chile	£13.95
San Rafael Sauvignon Blanc – Chile	£14.95
Acacia Tree Chenin Blanc-Colombard – South Africa	£14.50
Argento Pinot Grigio – Argentina	£16.95
Ceps du Sud Viognier Vin de Pays d’Oc – France	£17.95
St Hallett Poachers Blend – Australia	£18.95
SAAM Mountain Chenin Blanc – South Africa	£19.50
Preece Chardonnay - Australia	£20.95
Spy Valley Marlborough Sauvignon Blanc – New Zealand	£21.95
Riff Pinot Grigio delle Venezie Terra Alpina – Italy	£23.95
Chablis, Michel Laroche – France	£28.95

### Rose Wine

Deakin Estate Cabernet Merlot Rose – Australia	£15.50
Lamberti Pinot Grigio delle Venezie Blush – Italy	£16.50

### Red Wine

Casa de Piedra Cabernet Sauvignon - Chile	£13.95
Les Sablons Cotes du Ventoux, Cave Terre Ventoux – France	£14.50
Wandering Bear Merlot – California	£14.95
Oveja Negra Tempranillo/Touriga - Brazil	£15.50
Argento Reserva Malbec – Argentina	£16.95
St Hallett Gamekeepers Reserve – Australia	£18.95
Thomas Mitchell Shiraz – Australia	£18.50
SAAM Mountain Pinotage – South Africa	£20.50
Chianti Riserva Villa di Campobello – Italy	£19.95
Castillo di Clavijo Rioja Crianza – Spain	£24.95
Il Ceppaiano Violetta – Italy	£25.95

## Event Terms and Conditions

### 1. General

- 1.1 In this Contract (unless the contract otherwise requires), the following words shall have the following meanings:
- "**Appendix**" means the appendix attached hereto which sets out specific details of the Event;
- "**Client**" means the company, firm, body, agent or person booking the Event;
- "**Conditions**" means these terms and conditions which apply to all event bookings at the Hotel;
- "**Contract**" means these Conditions and the Appendix;
- "**Event**" means the event (including, but not limited to, the accommodation, services and other facilities) booked by the Client, further details of which are set out in the appendix;
- "**Event Manager**" means the Hotel's event manager from time to time;
- "**Hotel**" means QHotel Group and/or the Hotel specified in the Appendix;
- "**Minimum Guaranteed Number**" means the number of guests/delegates for the accommodation and/or Event per day as specified in the Appendix ;
- "**Price**" means the price specified in the Appendix; and
- "**Revenue**" means the revenue anticipated by the Hotel in respect of the Event and any other facility or service which has been booked by the Client in Connection with the Event, including an estimate by the Hotel for beverage consumption during the Event.
- 1.2 This Contract is created upon the Hotel accepting the Client's confirmation of event booking and issuing the Contract to the Client for signature.
- 1.3 The Conditions shall prevail over any other terms and conditions (whether or not inconsistent with these Conditions) and whether such conditions are in writing or are implied by custom, practice or course of dealing. For the avoidance of doubt, these Conditions shall also prevail over any other conditions previously published by the Hotel in respect of event bookings.

### 2. Event numbers and guest/delegate details

- 2.1 The Client shall confirm final numbers for the Event to the Event Manager no later than three working days prior to commencement of the Event. If final numbers are less than that permitted under clauses 2.2 and 2.3, then a cancellation charge will apply. If final numbers increase over that previously communicated to the Events Manager, the Client will be charged accordingly.
- 2.2 The Minimum Guaranteed Number may be adjusted by the Client provided that such adjustment is communicated to and accepted by the Event Manager and such reduction complies with clause 2.3.
- 2.3 The Minimum Guaranteed Number may be reduced as follows:
- 12 - 6 months prior to the Event:** a 5% reduction to the Minimum Guaranteed Number;
- 6 - 3 months prior to the Event:** a 5% reduction to the Minimum Guaranteed Number, or where the Minimum Guaranteed Number has already been reduced in accordance with clause 0 above, a 5% reduction to that reduced number;
- 3 - 1 months prior to the Event:** a 5% reduction to the Minimum Guaranteed Number, or where the Minimum Guaranteed Number has already been reduced in accordance with clauses 0 or 0 above, a 5% reduction to the reduced number (whichever is the smaller number).
- 2.4 Should the number of delegates/guests attending the Event significantly increase or decrease then the Hotel reserves the right (upon providing at least three working days' notice to the Client) to provide alternative accommodation and space of an appropriate size for the Event.

- 2.5 The Client shall provide the Event Manager with a written rooming list providing details of guests/delegates for overnight accommodation at least two weeks prior to the Event.
- 2.6 For wedding events, unnamed bedroom allocations will be released four weeks prior to the Event.

**3. Room availability**

- 3.1 Bedroom accommodation is available from 2 p.m. on the day of arrival and must be vacated by 11 a.m. on the day of departure, unless specific alternative arrangements have been agreed with the Hotel. Extension beyond these times shall entitle the Hotel to impose additional charges.
- 3.2 Other rooms booked for the Event are available from the times specified in the Appendix and any extension beyond these times shall entitle the Hotel to impose additional charges.
- 3.3 In the unlikely circumstances that the Hotel does not have the number and types of rooms available at the Hotel on the dates required for the Event, the Hotel reserves the right (without liability) to relocate the Event to an alternative Hotel of a similar standard in the same locality.
- 3.4 If a particular room which has been booked by the Client is unavailable at the Hotel on the required dates, the Hotel reserves the right (without liability) to relocate the client to an alternative room of a similar standard within the same Hotel.
- 3.5 Any reasonable expenses incurred for relocation shall be borne by the Hotel. The acceptance of this obligation (which will not release the Client of the obligation to pay the Hotel the relevant charges) shall be in lieu of all other liabilities or obligations.
- 3.6 The Hotel reserves the right to accept more than one event on a particular day. If the Client wishes to obtain exclusive use of the Hotel for their Event, this may be arranged for an additional charge.

**4. Cancellation**

**4.1 By the Hotel:**

The Hotel reserves the right to cancel the Event (or any part thereof) if:

- 4.1.1 the Client fails to adhere to any of these Conditions;
- 4.1.2 in the opinion of the Hotel, there has been a significant change in the Client's contracted booking (e.g. reduction in days/accommodation);
- 4.1.3 the Client is insolvent or the Hotel has reasonable grounds for anticipating the same;
- 4.1.4 the Hotel is not satisfied with the client's credit status;
- 4.1.5 in the opinion of the Hotel, the Event might prejudice the reputation of the Hotel;
- 4.1.6 if the Hotel, or any part of it, is closed or damaged due to circumstances beyond it's reasonable control; or
- 4.1.7 the Hotel is requested to cancel the Event by any government or other authority.

**4.2 By the Client:**

In this clause 4.2, the Event will be considered "**Cancelled**" by the Hotel when a Client, by written notification to the Event Manager:

- 4.2.1 cancels or postpones the entire Event;
- 4.2.2 cancels or postpones any element of the Event (e.g. meal / syndicate rooms);
- 4.2.3 reduces the number of guests/delegates below that permitted in clauses 2.2 and 2.3; or
- 4.2.4 reduces the duration of the Event as a result of which the contracted value is reduced.
- 4.2.5 If an Event is Cancelled, the Hotel shall have the right to impose a cancellation charge ("**Cancellation Charge**") which shall be calculated as a percentage of the Revenue as detailed below.

4.3

Timing of Cancellation	Percentage of Revenue
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In excess of 6 months prior to the Event	30%
6 – 2 months prior to the Event	60%
2 months or less prior to the Event	90%

- 4.4 The Hotel will make every effort to re-sell to another client the accommodation, function rooms, services and other facilities booked in connection with the Event and a proportional reduction in the Cancellation Charge will be made if the Hotel is successful.
- 4.5 If a Cancellation Charge is due, any deposit will be held until the original Event dates have passed and an assessment of the charges can be made by the Hotel and the deposit offset against the Cancellation Charge.
- 4.6 Any guests or delegates who do not arrive or depart early will be charged at 100% of their respective Revenue.

#### **Payment terms and credit accounts**

- 4.7 The Hotel reserves the right to amend the Price upon written notice to the Client in order to reflect any change in cost beyond the reasonable control of the Hotel (including but not limited to changes in VAT and import / export duties).
- 4.8 The Client shall make all payments due under the Contract in Pounds Sterling and within 14 days of the date of the relevant invoice or request for payment.
- 4.9 A credit account may be applied for up to 28 days prior to the Event and, if accepted, will be confirmed to the Client by the Hotel. For the avoidance of doubt, credit accounts are given at the absolute discretion of the Hotel.
- 4.10 The Hotel reserves the right to amend or withdraw credit facilities at any time and/or require payment of the Price or any other amount due in full or in part, without further liability, upon written notice to the Client if in the Hotel's view, the Client's credit worthiness deteriorates.
- 4.11 If the Client is an approved credit account customer of the Hotel, the Client shall pay to the Hotel a deposit of 50% of the Revenue at least one month prior to commencement of the Event and shall pay the balance of the sum due within 14 days of the date of the invoice.
- 4.12 If the Client is not an approved credit account customer of the Hotel the following provisions apply:  
The Client shall pay to the Hotel a deposit of 25% of the Revenue at the time of confirming the Event booking.
- 4.12.1 The Client shall pay the balance and any additional cost incurred by the Hotel in connection with the Event at least 28 days before the date of the Event.
- 4.12.2 The Client shall provide the Hotel with credit card details at least 14 days before the Event to cover the cost of any additional charges that may be incurred.
- For wedding events the following provisions apply:
- 4.12.3 The Client shall pay to the Hotel a £1000.00 non-refundable deposit at the time of confirming the Event booking.
- 4.12.4 The Client shall pay to the Hotel an additional deposit of 50% of the Revenue at least three months before the Event.
- 4.12.5 The Client shall pay the balance and any additional cost incurred by the Hotel in connection with the Event at least 28 days before the Event.
- 4.12.6 The Client shall provide the Hotel with credit card details at least 14 days before the Event to cover the cost of any additional charges that may be incurred.
- 4.13 Should the Revenue of the Event increase after the initial deposit has been paid, the Hotel may request an additional deposit be paid prior to the Event.
- 4.14 If the Client fails to pay any amount due under the Contract on the due date the Hotel may charge interest at an annual rate of 3% above the base rate for

the time being of Barclays Bank Plc for the period from the due date up to and including the date of receipt (whether before or after judgement).

- 4.15 The Client shall notify the Hotel of any disputed amounts within 5 working days of the date of the invoice or request for payment. The Client shall pay the undisputed amount within 14 days of the date of the invoice. The disputed amount may be withheld until the dispute is resolved but shall bear interest as set out in clause 5.9 if found to be due.
- 4.16 All payments by the Client to the Hotel shall be made without deduction or set off.
- 4.17 Invoices shall be sent to the address and be marked for the attention of the person as detailed in the Appendix. The Client shall notify the Hotel of any change to the billing address or addressee as soon as reasonably practicable.

#### **5. Outside and third party contractors**

- 5.1 The Hotel reserves the right to refuse any external entertainment, services or activities that the Client may have arranged and does not accept any liability for the acts or omissions of any party employed by the Client in connection with the Event.
- 5.2 The Client shall (and shall procure that all third parties employed by the Client) comply at all times with all regulations (whether statutory or otherwise), the Hotel's rules and regulations and any reasonable requests of the Hotel.
- 5.3 The Client shall ensure that these Conditions are brought to the attention of all third parties employed in connection with the Event.

#### **6. Licences**

- 6.1 The Hotel shall be responsible for applying for any additional licences, consents and permits required in connection with the Event, provided the Client gives sufficient notice of their exact requirements to allow such applications to take place and the Client meets the reasonable costs associated with such application. The Client shall not be entitled to cancel or postpone the Event on the basis of an unsuccessful application.
- 6.2 The Client shall (and shall procure that all third parties employed by the Client) comply with the terms of all licences, consents and permits (including any conditions attached thereto) and any decision or recommendation by the licensing officer or other licensing or entertainment authority.

#### **7. Security**

- 7.1 Unless specific security arrangements are made with the Hotel, the Hotel accepts no responsibility or liability for any loss or damage to property of the Client, delegates/guests or any third parties employed by the Client beyond that provided for in the Hotel Proprietors' Act 1956 (as may be amended). The Client should note that some Event rooms are not capable of being locked and that the Client shall be responsible for informing its delegates/guests of this prior to the Event and for taking all reasonable security measures.
- 7.2 Security can be arranged by the Hotel with adequate prior notice at an additional charge.

#### **8. Fire, health and safety**

- 8.1 The Client shall (and shall procure that all third parties employed by the Client) comply at all times with all fire, electrical, health and safety regulations (whether statutory or otherwise) including (but not limited to) the Fire Precautions Act 1971 (as may be amended).
- 8.2 The Client shall ensure that any materials brought into the Hotel (e.g. stage sets) are so far as possible made of non-flammable materials, that fire exits are kept clear at all times, and where a fire exit sign will be obscured, the Client shall ensure that appropriate temporary signs are erected.
- 8.3 All electrical contractors must be NICEICI, EEA or IEE registered and the Client shall provide the Hotel with written evidence of this if so requested by the Hotel

- 8.4 The Client shall provide the Hotel with a list of names of all visiting contractors and third parties if so requested by the Hotel.
- 8.5 The Hotel reserves the right to evacuate the Hotel in the event of a Fire Alarm or other emergency irrespective of whether it is a genuine emergency or not, in order to protect all guests and staff and in this event, does not accept any liability for any consequent delay to the Event.
- 8.6 The Client shall obtain the prior written approval from the Hotel and any public authority (where necessary) if it (or any third party employed by it) wishes to fix items to the walls, floors and ceilings or to use smoke machines, lasers, fireworks, cracked oil, dry ice or any form of pyrotechnic.
- 8.7 Where motor vehicles will be used and/or displayed in connection with the Event, the Client shall (and shall procure that all third parties employed by the Client in this regard) comply with the following provisions:
- 8.7.1 the vehicle shall not contain any fuel of any nature;
- 8.7.2 the vehicle's battery shall either be removed or disconnected prior to the vehicle entering the Hotel's premises;
- 8.7.3 the vehicle (including, but not limited to, its tyres) shall be satisfactorily clean;
- 8.7.4 access and exit times that have been specified or agreed with the Hotel shall be strictly adhered to; and
- 8.7.5 any appropriate oil drip trays are used.
- 8.8 The Hotel reserves the right to refuse access by any vehicle for failure to comply with any of the provisions in clause 9.7, any reasonable request of the Hotel or if it considers that access and/or use of the proposed vehicles may cause damage to the Hotel's premises.

### 9. Liability

- 9.1 Subject to clause 10.3 below, the Hotel is not liable to the Client in contract, tort (including negligence or breach of statutory duty) misrepresentation or otherwise for any of the following losses or damages, whether direct or indirect, and even if such losses and/or damages were foreseen, foreseeable or known, or the Hotel was advised of the possibility of them in advance:
- 9.1.1 loss of business opportunity;
- 9.1.2 loss of anticipated savings;
- 9.1.3 loss of goodwill; or
- 9.1.4 any indirect, special or consequential loss or damage howsoever caused.
- 9.2 The entire liability of the Hotel under or in connection with the contract whether for negligence, breach of contract, misrepresentation or otherwise, is limited in respect of each event or series of connected events to the Price.
- 9.3 Nothing in this Contract shall operate to exclude or restrict either party's liability for:  
death or personal injury resulting from negligence; or fraud or deceit.
- 9.4 The Client shall indemnify and keep indemnified the Hotel from and against all claims, actions, damages, liabilities and costs (including professional fees) arising out of the acts or omissions of the Client or any guest/delegate or of third party employed by the Client, save to the extent that any such claim arises as a result of the negligence of the Hotel, its employees or agents.

### 10. Force majeure

- 10.1 In this clause 10, "**Force Majeure Event**" means any circumstance beyond the control of the Hotel including, but not limited to acts of God, fire, explosion, adverse weather conditions, flood, earthquake, terrorism, riot, civil commotion, war, hostilities, strikes, work stoppages, slow-downs or other industrial disputes, accidents, riots or civil disturbances, acts of government, lack of power and delays by suppliers or materials shortages but, for the avoidance of doubt, nothing shall excuse the Client from any payment obligations under the Contract.
- 10.2 If the Hotel is prevented or hindered from hosting the Event by a Force Majeure Event, the Hotel may, at its sole option, and without being liable for any loss or damage suffered by the Client or guests/delegates or of any third party employed by the Client re-locate the Event to another hotel in the same locality, or terminate the Contract forthwith by giving notice to that effect to the Client.

**12. GENERAL**

- 10.3 Should any delegates/guests of or third parties employed by the Client behave in a manner that is considered unacceptable to the Hotel, the Hotel reserves the right to remove such party from the premises and/or terminate the Contract. In this event, no monies will be refunded to the Client.
- 10.4 The Client shall pay for the cost of repairing any damage caused to the property, contents or grounds of the Hotel by the Client or its guests.
- 12.3 The Client shall not (and shall ensure that all guests/delegates and third parties employed do not) use the name, logo or any details of the Hotel for any matter, or permit external food or beverage to be brought into the Hotel without the prior written approval of the Hotel.
- 12.4 The Client shall not (and shall ensure that all guests/delegates and third parties do not) permit any goods, services or any other matter capable of being sold (including, but not limited to, tickets) to be sold within the Hotel's premises without the prior written approval of the Hotel and any public authority (where necessary).
  
- 12.5 If any provision of this Contract is found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Contract, which shall remain in full force and effect.
- 12.6 If any provision of this Contract is so found to be invalid or unenforceable but would cease to be invalid or unenforceable if some part of the provision were deleted, the provision in question shall apply with such modification as may be necessary to make it valid and enforceable.
- 12.7 A person who is not party to this Contract shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Contract. The clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.
- 12.8 This Contract constitutes the entire agreement and understanding between the parties in respect of the matters dealt with in it and supersedes, cancels and nullifies any previous agreement between the parties relating to such matters notwithstanding the terms of any previous agreement or arrangement expressed to survive termination.
- 12.9 No variation or alteration of any of the Contract shall be effective unless it is in writing and signed by or on behalf of each party.
- 12.10 This Contract shall be governed by English Law and the parties to this Contract submit to the jurisdiction of the English courts.