

## The Burley Manor Hotel

### Booking Terms and Conditions

1. Provisional reservations will be held for 14 days, after which time a deposit will be required to confirm the booking.
2. A booking is only confirmed once a deposit of £800.00 and a letter of confirmation has been received. The deposit is non-refundable unless the confirmed date is re-let to another client for an equal monetary value.
3. 80% of the outstanding balance is required 12 weeks prior to your wedding date.
4. The remaining balance is due 2 weeks prior your wedding date. May we also request that you provide us with final numbers by this date.
5. Any extra charges incurred on the day must be settled on departure.
6. All payments, once received are non-transferable and non-refundable. Refunds for confirmed events are subject to condition 2, and will only be calculated once the event date has passed, and the value of replacement event has been confirmed.
7. We strongly recommend that you take out Wedding Insurance in the unlikely event of any unforeseen circumstances. Please see the enclosed leaflet for further information.
8. Prices are valid for weddings taking place before 31<sup>st</sup> December 2010 and are inclusive of VAT @ the current rate.
9. Minimum numbers apply. Please contact the hotel for further details.
10. Children's Charges – Children age 3 to 12 years are charged either 50% of the wedding package price or may choose from the individually priced children's menu. Children under 3 years of age are free of charge.
11. Service charge is not included.