



TERMS & CONDITIONS

For every event on a scale such as this, it is important that both parties are aware at the earliest stage of the terms & Conditions relating to the booking policy and the rights from both sides. Please read through this section prior to signing this contract for your wedding to be held at The Grovefield House Hotel.

DEPOSITS & PAYMENT TERMS

A deposit of £1,000 is required to confirm your booking. A further payment equal to 50% of the booking value required 8 weeks prior. The final estimated charge 2 weeks prior. All accounts are due and payable upon receipt of invoice. The Grovefield House Hotel reserves the right to charge interest at the rate of 4% per week, or part thereof compounded on overdue accounts.

We would also require details of a credit card or debit card as a guarantee for any additional costs incurred on the day, payable upon departure on presentation of an invoice. Deposits are non refundable, but may be transferred to an alternative date, at the discretion of the General Manager.

GENERAL

1. The Grovefield House Hotel reserves the right to change the customer's assigned function room for another of comparable suitability.
2. The Grovefield House Hotel shall be entitled at their sole discretion to cancel the event upon notice to the client in the occurrence of one or more of the following circumstances: FORCE MAJEURE ie acts of God
OUTSTANDING PAYMENTS, OR if in the opinion of The Grovefield House Hotel either the customer or any of their servants, invitees, guests or representatives act in a manner considered to be prejudicial to the good name of the hotel, The Grovefield House Hotel shall be at liberty to terminate the contract or event forthwith without being liable for any refund or any compensation to the client.
3. The Grovefield House Hotel requires to know of all third party contracts for entertainment or services for a function and reserves the right to prohibit the same. The Grovefield House Hotel also reserves the right to determine the noise level at a function and the clients are obliged to adjust to this level.
4. The customer shall be liable for all losses or damages sustained by The Grovefield House Hotel in respect of the premises, furnishings, utensils or equipment, whether the same is caused wilfully or by negligence or default and shall be liable for the cost of replacement, plus compensation for the loss of business caused thereby.

FINAL NUMBERS

We reserve the right to apply minimum numbers to the booking, which will be chargeable in full should final numbers fall below this level as stated on the booking form.

The table plans and overnight accommodation requirements must be received 6 Weeks prior to the event.

CANCELATION

In the event of cancellation of a booking by the client for whatever reason The Grovefield House Hotel will make a cancellation charge for the total anticipated loss of revenue to The Grovefield House Hotel

on the following basis:

52 weeks & over	25% of the booking value
27 to 51 weeks	50% of the booking value
13 to 26 weeks	75% of the booking value
12 weeks or less	100% of the booking value

5. The customer agrees to be bound by all reasonable instructions of duly authorised representatives of The Grovefield House Hotel in respect of condition of the function and shall further ensure that those attending shall similarly comply. No food or beverage may be brought from outside onto the premises unless permission is given in writing by the General Manager.
6. Any written information made available to the customer of The Grovefield House Hotel shall be deemed incorporated herein and in the event of dispute these terms & conditions shall prevail.
7. No modifications to these terms and conditions shall be binding upon the The Grovefield House Hotel unless the same is in writing and duly signed by the General Manager within The Grovefield House Hotel.
8. The laws of England shall govern this contract and any dispute referred to the English Courts.
9. To secure your date a deposit of £1000.00 is required along with a signed copy of this form and a letter of confirmation.
10. The Hotel reserves the right to review its annual prices from time to time and to alter prices without notice.
11. No sale, auction of business shall be transacted at The Grovefield House Hotel without the prior written consent of the General Manager at The Grovefield House Hotel



GROVEFIELD HOUSE

H O T E L

Taplow Common Road, Burnham, Slough, Buckinghamshire SL1 8LP

Telephone: 01628 603131 Facsimilie: 01628 668078

Website: www.classiclodges.co.uk Email: events.grovefield@classiclodges.co.uk



GROVEFIELD HOUSE WEDDING DAY PACKAGE

WE ARE PLEASED TO INCLUDE THE FOLLOWING ITEMS IN THE GROVEFIELD HOUSE WEDDING PACKAGE:

- Drinks Packages
- Wedding Breakfast Meal
- Function Room Hire for the Day.
- Complimentary Luxury bedroom for Bride and Groom
- Complimentary Menu Tasting for the Bride and Groom
- Use of the Hotel and Grounds for Photography
- Guidance and assistance from our dedicated Wedding Coordinator
- Management Team to Guide you through your day, including the announcements
- Red Carpet on Arrival
- White Tablecloths and Linen Napkins
- Hire of the Dancefloor
- Changing Facilities for the Bridal Party - Subject to availability

Deluxe Package will also include above and the following:

- Canapes
- Chair Covers
- Table Posies
- Disposable Cameras
- Mineral Water

A number of Facilities can be organised throughout the day from a hog roast to a summer barbeque on the terrace.

We have various contacts throughout the entertainment industry locally and nationally and can book live music for you from string quartets to steel bands and from guitar duo's to rock bands. Just ask us for details.

The Grovefield House Hotel has 40 ensuite bedrooms from £115.00 per room based on two people sharing, including Full English Breakfast and VAT.

Availability is reviewed on a yearly basis. We offer check-in time of 2.00pm and all rooms should be vacated by 11.00.am the following day.

Civil ceremonies held at the hotel will attract an additional £350.00 - £450.00 Room Hire Cost

Wedding breakfasts catering for less than 80 guests with catering for 120 in the evening will incur a charge of £500 for the hire of the room for all bookings between April through to the end of September.

It is the policy of Grovefield House Hotel to provide entertainment in the form of our resident DJ for all weddings/functions in the Huntswood Suite for which the charge is £350.



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BOOKING FORM

Date of Function _____
Brides Name: _____
Grooms Name: _____
Organisers name: _____
Address: _____
_____ Post Code: _____
Tel No (Day) _____
Tel No (Evening) _____

Name and Address of where Ceremony
will take place _____

Actual Time of
Wedding Ceremony: _____ Length of
Ceremony: _____

Number of Guests: _____

Do you wish to reserve the banqueting
suite for an evening reception? Yes No Number of
evening guests: _____

Do you wish to reserve any accommodation
for your guests? Yes No

I CONFIRM THAT I HAVE READ AND ACCEPTED THE HOTEL'S TERMS AND CONDITIONS
I ENCLOSE A NON-REFUNDABLE DEPOSIT OF: _____

Signature: _____ Date: _____
Payment Received: _____ Date: _____
Name: _____
Signature: _____



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