

TERMS & CONDITIONS



Wedding bookings shall be subject to the following terms and conditions:

BOOKING

A verbal provisional booking may be accepted but all bookings will need to be confirmed within 14 days together with confirmation of agreement to these terms and conditions and payment of a deposit of £500. This deposit is fully refundable if you wish to cancel more than eight months prior to your booked date.

PRICES

Fees are determined on the basis of an agreement between Emma Moffett and the client. The client is required to adhere to the agreed schedule of payments and all accounts are to be paid in full one month prior to the date of the function as well as a £400 returnable deposit. This deposit is for:

Any damage wilful or otherwise that may occur during the function

Rooms not being left in a reasonable state

Any additional costs incurred as a consequence of the function

Manor Hill House reserves the right to withhold that deposit, or any part of it, if we believe any of the terms and conditions have not been upheld, and to invoice the client if costs exceed this sum.

I have read and agreed to the terms and conditions.

Client name

Signature

.....
Date

PAYMENT

Payment can be made by debit card, credit card or cheque. Cheques are to be made payable to Manor Hill House.

GENERAL

No wines, beers, spirits or food may be brought onto the premises, unless prior written consent has been obtained.

Manor Hill House has a No Smoking Policy.

LIABILITY

Manor Hill House will not accept any responsibility for any loss or damage to personal belongings.

CANCELLATION

If you cancel your function please confirm in writing.

Cancellation more than eight calendar months prior to the event – full refund

Cancellation between eight calendar months and two months prior to the event – no deposit refund and no balance to be paid.

Cancellation between two calendar months and one month prior to the event – no deposit refund and 50% of balance of invoice to be paid.

Cancellation less than one calendar month prior to the event – no deposit refund and the full balance of the invoice to be paid.