

Weddings Terms & Conditions

The booking of any facilities at "Crown Golf" venues (hereafter called 'The Centre') are accepted by Crown Golf upon agreement by the client to the following terms and conditions. Any amendment to these 'Terms and Conditions' can only be made with the expressed written confirmation of the 'General Manager' of 'The Centre' and any such amendment must be held on file in conjunction with these terms and conditions.

1 Confirmation & deposits

1.1 When a provisional booking has been made, written confirmation is required no later than 14 days after the provisional booking, together with a deposit of 25% of the 'estimated event value' or £1000 which ever is greater. The 'estimated wedding value' is calculated based on the clients estimate of numbers attending and estimated average cost of food and beverage required inclusive of evening guests. This deposit is NON-REFUNDABLE. The Centre's terms and conditions are also required to be signed a returned within 14 days of the provisional booking. The Centre reserves the right to cancel any provisional booking not confirmed by the agreed date - but The Centre will endeavour to contact you prior to taking this action.

1.2 These booking and account conditions, together with the tariff and your written confirmation in respect of your booking constitute the contract between you and The Centre and the contract shall come into effect as of the date shown on the written confirmation.

2 Payment & settlement of account (Reference Payment Structure)

2.1 We require 50% of the estimated full payment to be paid not later than 5 months before the event date. In the case of a wedding being booked less than 5 months in advance the deposit payment of 25% of estimated event value or £1000 is due within 14 days of making the booking and a second payment of 50% of the estimated value of the event is due 1 month after payment of the deposit. The balance (final payment) of the account is due no later than 14 days prior to the wedding. Any additional costs incurred on the day are to be settled on departure by the Bride and Groom.

3 Guaranteed Numbers Attending

3.1 We request that final numbers of guests attending the wedding reception and / or any evening event be confirmed no later than 14 working days in advance of the event date. The numbers provided are then considered the 'guaranteed minimum number'. The charge to the client will be either the actual number attending the Wedding Reception or the guaranteed minimum number, whichever is greater.

4 Alterations

4.1 In the event of unforeseen circumstances or a significant alteration in numbers, The Centre reserves the right to change the use of facilities to another suitable room. Every effort will be made to discuss the change with you.

4.2 Wedding and function packages stated in the written contract of agreement cannot be subsequently substituted for a lower value of package without the expressed written consent of The Centre. The Centre will reserve the right to alter the facilities used or cancel the event if the alteration to the event is deemed detrimental to the financial ability of The Centre to successfully run the event.

4.3 The Centre confirms they will make every attempt to discuss this with the client before alterations are made.

4.4 In the case that an alteration needs to be made to the booking as a result of the reasonable means of The Centre to source specific products or services due to circumstances beyond its reasonable control, The Centre will provide an alternative product or service of equivalent value and notify the client in advance of any such alteration.

5 Cancellations

5.1 We realise circumstances occasionally mean that an event may have to be cancelled. Any deposit will be retained or, may be transferred to another date within the same year so long as the cancellation is made at least 3 months before the scheduled event. If the cancellation is made within 3 months of the original confirmed date, the value of the booking will be evaluated and an invoice for 50% of the lost revenue will be payable, less any deposit. A 100% cancellation fee will be charged should the function be cancelled within 1 month based on the original confirmed booking.

6 Insurance

6.1 The Centre will take all necessary care, but cannot take responsibility for the damage or loss of items before, during or after a function. You might consider arranging your own insurance. The Centre can provide details of one of these policies and will be happy to assist you on request. Please note that any contract of insurance has to be made by you directly with the insurance company. For your convenience we suggest you telephone a company specialising in Wedding Insurance.

7 Security

7.1 The Centre requests that arrangements for additional security requirements over and above the existing service provided by The Venue can be made upon request and will carry a subsequent charge.

8 Prices

8.1 All prices provided by The Centre are current at the time of going to print. The Centre reserves the right to amend food and beverage prices should costs to The Centre increase substantially, any such change will be given by formal notice. All quoted prices may be adjusted to allow for changes in either VAT or other Government taxes and currency fluctuations.

9 General

9.1 The Client shall cover The Centre against any loss, damage, cost or expense caused to or suffered by the Centre, its property or grounds or any agents, guest or employee arising as a result of the deliberate, casual or accidental act of the Client, his agent, employee or guest of the wedding.

9.2 The Centre shall not be liable for any loss or damage to the property owned by, or in the custody of the Client or his agents, employees or guest. Guests' vehicles are parked in the Centre's car park(s) entirely at the risk of the owners and their guests.

9.3 The Client will not arrange for the delivery of any goods or material to The Centre without prior agreement with the management of The Centre.

9.4 The Client shall not bring on to site (The Centre) any inflammable or hazardous material nor shall he or his agent, employee or guests, commit any act or erect any structure, which may endanger The Centre, or any persons within it. Clients will be responsible for ensuring that all measures necessary for the good health and safety of their employees, agents and guests are employed and enforced.

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9 General continued

9.5 The Centre does not allow the consumption of drinks (alcoholic or otherwise) or foods not purchased directly from The Venue.

9.6 The Client agrees to take full responsibility, and reimburse The Centre, for the cost of repair arising from any damage to the property, contents or grounds by their employees, agents or guests.

9.7 The Centre reserves the right to impose a charge of £100.00 for soiling / staining of materials caused by irresponsible behaviour.

9.8 The Client is responsible for ensuring that any Band/DJ/Musician/Private or arranged third party, employed by them comply with all statutory and managements requirements. Details of management requirements can be sought through The Centre's General Manager.

9.9 The Centre must comply with certain insurance/licensing and statutory regulations and requires the Client to cooperate fully in meeting these.

9.10 All functions must end at the time stated in the contract, failing which The Centre reserves the right to charge additional room hire and any staff costs arising as a result.

9.11 All prices quoted include VAT (at the prevailing rate) unless otherwise stated.

9.12 The Centre shall not be liable for the failure to comply with any terms or condition of Contract where compliance is prevented, hindered or delayed by any cause beyond its control including, but not limited to, fire, storm, explosion, flood, Act of God, action of any Government of Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.

9.13 All prices in our brochure are current at the time of going to print. The Centre reserves the right to amend food and beverage prices, should costs increase substantially due to seasonal fluctuations for which prior notice will be given where possible. All quoted prices may be adjusted to allow for changes in either VAT or other government taxes and currency fluctuations. Incremental price changes may occur on the 1st of April each year capped at maximum 5%.

10 Contracted Suppliers

10.1 All basic audiovisual equipment must be supplied by The Centre or by an accredited supplier.

10.2 If independent suppliers have been to contracted by the client to The Centre with prior agreement of The Centre the client is then responsible for ensuring the independent supplier is aware and agrees to their health and safety and public liability responsibilities.

10.3 If independent suppliers do not provide the necessary documentation The Centre reserves the right to suspend the booking at any time.

Payment Structure (all deposits are non-refundable)

At point of making a booking for an event more than 5 months from event date	Deposit of 25% of estimated event value or £1000 to be paid – NON refundable	Payable within 14 days of making the provisional booking
Second Payment	50% of estimated booking value	No later than 5 months before event
Final Payment	Final numbers and payment due	No later than 14 days prior to the event

If the case a booking made 5 months or less from the date of event will require the second payment to be made no later than one month from the date of making the deposit payment. In the case of short notice bookings the dates of deposit and final payment requirements will be dictated by the Venue and expressed to the client at the time of booking.

Date of cancellation	Cancellation charge payable by you
Between 24 & 12 weeks before the event is due to take place	10% of the total booking value
Between 11 & 6 weeks before the event is due to take place	20% of the total booking value
Between 5 & 4 weeks before the event is due to take place	40% of the total booking value
Between 3 & 2 weeks before the event is due to take place	80% of the total booking value
2 weeks before the event is due to take place	90% of the total booking value
1 week or less before the event is due to take place	100% of the total booking value

I have read and agree with the above Crown Golf Terms and Conditions

Enter estimated booking value / provisional numbers / booking notes / event date:

Bride: Print name: _____

Signature: _____

Groom: Print name: _____

Signature: _____

Co-ordinator: Print name: _____

Date: _____