

## *Wedding Booking Form*

To reserve and confirm a Wedding Celebration at The Elgin Hotel please complete and return this signed booking form along with the appropriate signed Wedding Reception Terms and Conditions, see below, and the required deposit.

### **Wedding Couple Details:**

Name of bride and groom: .....

Address: .....

Post code: .....

Home Tel No: ..... Mobile No: .....

..  
Email Address: .....

### **Client Details** (The client is the person responsible for payment of the hotel account):

Mr / Mrs: ..... First Name: ..... Surname: .....

..  
Client Address: .....

Client Post code: .....

Client home Tel No: ..... Client mobile No: .....

Client Email Address: .....

### **Wedding Details**

Date of Wedding: .....

Wedding Package Booked: .....

Deposit included:  
(Security deposit £300.00, plus any part payment due if it falls within the payment period prior to Wedding Date)

Total Amount Due: .....

### **Accommodation required:**

Single rooms: ..... Double rooms: ..... Twin rooms: ..... Family rooms: .....

A £10 non refundable deposit is required to reserve each room. Total Amount Due .....

The balance of £ ..... is required at least 4 weeks prior to the date of the Wedding or we reserve the right to cancel unpaid rooms.

**Please note:**

**Once the booking form has been completed and signed and the initial deposit has been received all terms and conditions apply.**

I confirm the booking of the above wedding and agree to the Terms & Conditions.

Client Signature: .....

Please print: .....

Date Signed: .....

## *All Inclusive Wedding Package*

### *Terms & Conditions*

The All Inclusive Wedding Package is for 50 day guests at a cost of £3,595.

The package comprises:

A Red Carpet Welcome; A Glass of Sparkling wine, bottle of peroni or fresh orange juice on arrival; A Glass of Sparkling wine, bottle of peroni or fresh orange juice for toast; 3 course dinner with coffee and mints; A Glass of Sparkling wine, bottle of peroni or fresh orange with the meal; Evening Buffet for 50 guests; 3 Tier wedding cake; Use of cake stand and knife; Chair covers and colour co-ordinate sashes; Disco and DJ for evening reception; Honeymoon suite (subject to availability); Storage for presents; Personalised menus, table plan & placecards; Master of ceremony and Wedding Co ordinator.

Should you wish to hold the ceremony at The Elgin Hotel The Chapel Hire is £300 extra

A £300 security deposit is required to secure your booking, a provisional booking can only be held for 14 days and after that your booking will be withdrawn without any prior notice. Your first deposit will be repaid within 2 weeks after the function. In the unlikely event of any serious damage being inflicted to the fixtures and fittings by your guests then the deposit would be used towards compensation for such damage. In the event of the function being cancelled the £300 deposit is non refundable. Additional cancellation costs will incur if cancelled within our cancellation policy set out below.

**Payments Plan/ Cancellation Policy to be made as follows:-.**

**52 weeks before the function date 25% of estimated costs, 32 weeks before the function date 50% of estimated costs, 26 weeks before the function date 75% of estimated costs, 4 weeks before the function date 100% of estimated costs.**

The hotel has the right to cancel a wedding reservation should you fail to make the agreed payments on time and any money previously paid on the account is non refundable.

You will have a 21 day grace period before we will cancel a reservation

Should you not require everything that is included in the wedding package the price will still remain the same, no deductions will be given if you wish to supply your own or simply do not wish to have something. We will also not exchange items on the package for anything else that we have in our other packages. Additional charges will be included if you wish to add extras to the package.

The menu for this package can be chosen from our wedding brochure, you can select 2 starters (1 must be soup), 2 mains and 2 desserts. Should you wish to have a 3 choice menu there is a £250 supplement on the first 50 people in the package then a £5 supplement per person on top of the additional guest rate thereafter.

If you wish to increase your evening buffet numbers only the cost is £8.75 per person. The buffet menu can be selected from our wedding brochure and you can select 5 items from menu 1. If you wish to add extra items it is 80 pence per additional item and you must cater the full amount attending the evening reception. Children from 3-12 years are £22 per child when ordering from a children's menu.

The minimum number we charge for on this package is 50 day guests, should your numbers fall below 50 the minimum price advertised remains the same.

Dietary requirements for example vegetarian, gluten free, dairy intolerance can be catered for separately. Please advise of this 4 weeks prior to the function date

Your table plan must be handed in 4 weeks prior to function date to allow time for stationary to be made.

Terms & Conditions are subject to change, we will provide notice of this up 16 weeks before wedding date and prices may change in line with the government inflation or VAT.

We accept the terms and conditions upon paying the Deposit to secure the function reservation

**Please note:**

**Once the booking form has been completed and signed and the initial deposit has been received all terms and conditions apply.**

I confirm the booking of the above wedding and agree to the Terms & Conditions.

Client Signature: .....

Please print: .....

Date Signed: .....

For and on behalf of the Elgin Hotel: .....

Position: .....

## *Intimate Mid-Week Wedding Package*

### *Terms & Conditions*

The Intimate Mid Week Wedding Package for couples wishing to get married between Monday – Thursday with 30 day guests at a cost of £1,495.

The package comprises:

A 3 course meal, wine with toast and top up with meal, evening buffet, disco and Dj, chair covers and sashes, linen tablecloths and napkins, 1 tier wedding cake, place cards and menu, toast master, red carpet, honeymoon suite, private garden for photographs

Should you wish to hold your wedding in our wedding chapel the hire is £175.

A £300 deposit is required to secure your booking, provisional booking can only be held for 14 days and after that your booking will be withdrawn without any prior notice. Your first deposit will be repaid within 2 weeks after the function. In the unlikely event of any serious damage being inflicted to the fixtures and fittings by your guests then the deposit would be used towards compensation for such damage. In the event of the function being cancelled the £300 deposit is non refundable. If wedding is cancelled within 26 weeks of wedding date the charge for cancellation shown below

Payments Plan/ Cancellation Policy to be made as follows:-

**52 weeks before the function date 25% of estimated costs, 32 weeks before the function date 50% of estimated costs, 26 weeks before the function date 75% of estimated costs, 4 weeks before the function date 100% of estimated costs, Your £300 deposit non refundable in the event of a cancellation**

The hotel has the right to cancel a wedding reservation should you fail to make the agreed payments on time and any money previously paid on the account is non refundable. You will have a 21 day grace period before we will cancel a reservation

Should you not require everything that is included in the wedding package the price will still remain the same, no deductions will be given if you wish to supply your own or simply do not wish to have something. We will also not exchange items on the package for anything else that we have in our other packages. Additional charges will be included if you wish to add extras to the package. Additional tiers to cake are: 2 tier £75 supplement and 3 tier cake £130 supplement.

The cost for extra day guests are charged at the cost of £40 per adult (including evening buffet) If you wish to increase your evening buffet numbers only the cost is £5.50 per person. The minimum numbers we charge for on this package is 30 day guests, should your numbers fall below 30 the minimum price advertised remains the same. The maximum capacity for our chapel is 75 people. The maximum capacity for our sit down meal is 100 and for the evening reception the maximum is 150.

Dietary requirements for example vegetarian, gluten free, dairy intolerance can be catered for separately. Please advise of this 4 weeks prior to the function date.

Please select one of the menu's below for your wedding meal:

Homemade Soup or Fan of melon with fresh raspberries and raspberry sorbet

Steak pie or Chicken in a creamy ham & leek sauce, served with potatoes and fresh vegetables

Apple pie & ice cream or Sticky Toffee pudding with whipped cream and finished with tea or coffee with mints

Evening buffet catering for 30 people: Choice 1, sandwiches and sausage rolls or Choice 2, Homemade Stovies and oatcakes

Drinks Package - Glass of wine for the toast and a top up with the meal – red, white and rose wine

Terms & Conditions are subject to change, we will provide notice of this up 16 weeks before wedding date and prices may change in line with the government inflation or VAT.

We accept the terms and conditions upon paying the Deposit to secure the function reservation

**Please note:**

**Once the booking form has been completed and signed and the initial deposit has been received all terms and conditions apply.**

I confirm the booking of the above wedding and agree to the Terms & Conditions.

Client Signature: .....

Please print: .....

Date Signed: .....

For and on behalf of the Elgin Hotel: .....

Position: .....

## *All Inclusive Winter Wedding Package*

### *Terms & Conditions*

The All Inclusive Winter Wedding Package is for 50 guests for couples wishing to get married between:

1<sup>st</sup> October 2015-30<sup>th</sup> April 2016 £2175 or May 2016 £2275

1<sup>st</sup> October 2016 -30<sup>th</sup> April 2017 £2375 or May 2017 £2475

1<sup>st</sup> October 2017- 30<sup>th</sup> April 2018 £2575 or May 2018 £2675

The package comprises:

Wedding chapel for ceremony, full drinks package, 3 course set meal, evening buffet, disco and Dj, chair covers and sashes, linen tablecloths and napkins, wedding cake, place cards and menu, toast master, red carpet, honeymoon suite, private garden for photographs; *facilities indoors for photographs if weather is poor*, storage for presents, guaranteed room rates for guests, special dietary requirements catered for; Children's menu.

A £300 deposit is required to secure your booking, provisional booking can only be held for 14 days and after that your booking will be withdrawn without any prior notice. Your first deposit will be repaid within 2 weeks after the function. In the unlikely event of any serious damage being inflicted to the fixtures and fittings by your guests then the deposit would be used towards compensation for such damage. In the event of the function being cancelled the £300 deposit is non refundable. If wedding is cancelled within 26 weeks of wedding date the charge for cancellation shown below

Payments Plan / Cancellation Policy to be made as follows:-.

**52 weeks before the function date 25% of estimated costs, 32 weeks before the function date 50% of estimated costs, 26 weeks before the function date 75% of estimated costs, 4 weeks before the function date 100% of estimated costs, Your £300 deposit non refundable in the event of a cancellation**

The hotel has the right to cancel a wedding reservation should you fail to make the agreed payments on time and any money previously paid on the account is non refundable. You will have a 21 day grace period before we will cancel a reservation

Should you not require everything that is included in the wedding package the price will still remain the same, no deductions will be given if you wish to supply your own or simply do not wish to have something. We will also not exchange items on the package for anything else that we have in our other packages. Additional charges will be included if you wish to add extras to the package. Additional tiers to cake are: 2 tier £75 supplement and 3 tier cake £130 supplement.

The menu for this package is a set 1 choice menu, please choose either menu 1 or 2 below. Should you wish to have a choice of 2 starters (1 should be a soup) 2 mains and 2 desserts you can select this from our full weddings brochure and this will incur a £500 supplement for the 50 guests in the package.

The cost for extra day guests are charged at the cost of £38 per adult for a 1 choice menu or £48 for a 2 choice menu. If you wish to increase your evening buffet numbers only the cost is £7.95 per person. Children from 3-12 years are £20 per child when ordering from a children's menu. The minimum number we charge for on this package is 50 day guests, should your numbers fall below 50 the minimum price advertised remains the same. This additional rate is for weddings between October 2015 and May 2016.

For weddings from October 2016-May 2017 the rate is £42 per adult (£52 for 2 choice meal) £8.25 per person for evening buffet. Children from 3-12 years are £22 per child when ordering from a children's menu. Future dates guests rates will be advised in due course.

Dietary requirements for example vegetarian, gluten free, dairy intolerance can be catered for separately. Please advise of this 2 weeks prior to the function date

All Inclusive Menu option 1 - Homemade soup with crusty bread, Steak pie with boiled potatoes and fresh vegetables, Apple pie and Vanilla Ice cream, tea & coffee with mints

All Inclusive Menu option 2 - Homemade soup with crusty bread, Breast of chicken in your choice of sauce please choose 1 sauce (whisky and peppercorn, white wine & mushroom or creamy ham, leek and wholegrain mustard sauce) served with boiled potatoes and fresh vegetables. Sticky toffee pudding with ice cream. Tea & coffee with mints

Evening buffet catering for 50 people - Sandwiches, sausage rolls, chicken drumsticks, pizza

Drinks Package - Glass of wine on arrival, glass of wine with the toast and top up with meal. Selection of red, white and rose available. Fresh orange juice alternative for non alcoholic drinks

Terms & Conditions are subject to change, we will provide notice of this up 16 weeks before wedding date and prices may change in line with the government inflation or VAT.

We accept by the terms and conditions upon paying the Deposit to secure function reservation

**Please note:**

**Once the booking form has been completed and signed and the initial deposit has been received all terms and conditions apply.**

I confirm the booking of the above wedding and agree to the Terms & Conditions.

Client Signature: .....

Please print: .....

Date Signed: .....



For and on behalf of the Elgin Hotel: .....

Position: .....