



# HACKNESS GRANGE HOTEL

## WEDDINGS & EVENTS

### Group / Function Booking Terms and conditions

1. A. The party you are contracting with is Hackness Grange Hotel Limited (the Hotel).  
B. The Company has the authority to amend these terms and conditions at any time in writing at its discretion.
  
2. Number Booked
  - A. Provisional numbers will be asked for at the time of booking. Please note that the Hotel stipulates a minimum number to be charged for group bookings as discussed with the Sales Manager and should numbers go below the minimum number for the group package reserved then bespoke prices may then apply.
  - B. Final numbers must be confirmed 28 working days prior to the function (or as agreed and not including the start day of the function) and, subject to any minimum number, this will be the number you will be charged for.
  - C. The Hotel reserves the right to change a designated room after appropriate consultation if the agreed minimum numbers are not to attend the function. This does not affect any minimum charge.
  
3. Payment
  - A. Group bookings require a deposit to secure the booking. This deposit and further deposit payments are strictly non-refundable and non-transferable in line with the below. Receipt of this payment indicates you have accepted these T&C's as stipulated and without amendment, alteration or deletion of any terms. Any submitted signed T&Cs with any amendment, alteration or deletion after the deposit has been received will not be accepted by the hotel and will be treated as a cancellation of the booking.
  - B. 50% of the remaining balance is due **36 weeks** prior to the function or as agreed.
  - C. The final payment is due no later than **28 days** prior to the function or as agreed.
  - D. We can only accept a BACS transfer for the second and final payment. Cash is not accepted for large payments over £600.
  
4. Cancellation by the customer
  - A. Once confirmation of the function has been received either in writing or by guaranteeing the booking with a credit card number / payment of the deposit, cancellation for whatever reason of the event will result in considerable loss for the Hotel therefore we have set up the following cancellation policy; The following percentages of the total amount pre-booked including accommodation where reserved for exclusive occupancy or as otherwise reserved for function guests will be charged. If cancellation occurs 37 weeks or earlier before the wedding 70% of total cost excluding the deposit is chargeable, 36 – 28 weeks before the wedding, cancellation is 75% of total charges excluding the deposit paid. If cancellation occurs less than 27 weeks 100% of total charges excluding the deposit paid.



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- B. If you cancel the function and, in the opinion of the General Manager of the Hotel, book a similar function within a period of 14 days, 20% of the cancellation charge will be credited to the re-booked event. A new deposit may be asked for at the discretion of the hotel, in line with 3. A above to secure the new function date. No further re-bookings will be permitted and any further such will be treated as a cancellation.
  - C. Failure to turn up for a function will result in 100% of total charges being payable excluding the deposit.
  
5. Cancellation by the Hotel. The Hotel may cancel the booking at any time and without any notice to you in any of the following circumstance; If the Hotel or any part of it is closed due to fire, flooding or damage, dispute with employees, alteration or re-decoration, by order of any public authority, or through any reason beyond the Hotel's control; If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed over all or a substantial part of your assets; If there is a change of ownership of the Hotel; if you are more than 30 days in arrears with payment to the Hotel; If the group may, at The General Manager's reasonable opinion, prejudice the reputation of the Hotel. In the event of cancellation beyond the control of the hotel, no refund is offered unless at the discretion of the hotel and it is strongly advised that all organizers take out insurance.
  
6. Liabilities
  - A. Please safeguard your property. The Hotel will not accept any liability for the loss of or damage to property.
  - B. Unless the Hotel is liable as referred to in 6.A. above, you shall be liable for any loss or damage to the Hotel's property and for injury to persons including the Hotel staff and shall indemnify the Hotel against any and all liability for loss of or damage to property or death or illness.
  
7. Hotel Accommodation where not booked
  - A. In the event that you are not taking out exclusive use of the Hotel we recommend that anyone wishing to book accommodation do so as soon as the date has been confirmed, as we are unable to hold rooms for you. We are happy to deal with guests on a "one to one" basis so that you don't have that to worry about. All we ask are that guests clearly inform us they are from your function to ensure that they benefit from any discount offered. **In order to take advantage of the discounted price, £60 per room non-refundable deposit will be taken at time of booking. Please note that function booking cancellation are covered under the below Terms and Conditions.**



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- B. Should the function be cancelled, charges excluding the deposit will be in line with the below:

100% of the room cost and / or forfeiture of the room deposit.

- C. The Hotel will not be held accountable should the Hotel become fully booked on your chosen date if hotel rooms have not been reserved with deposits received.

- D. Minimum number of room bookings may apply, as explained by the functions co-ordinator. Where such minimum number of rooms are required, should such number not be met, the organizer may be responsible for any additional cost. Incurred which will be called for within the final payment due of 28 days before the function.

### 8. Licensing Requirements and Entertainment

- A. Only food and drink provided by the Hotel may be consumed on the premises. Should guests be found to be in breach of this condition individual guests may be charged a corkage fee of £30 per bottle. Thereafter the management reserves the right to ask them to leave the premises.
- B. Timings will vary depending on whether you have exclusive use of the Hotel and if not then other guests must be respected.
- C. Sunday – Thursday: Music and bar until midnight
- D. Friday – Saturday: Music and bar until 12.30am
- E. Closure of the bar and or entertainment is the responsibility and prerogative of the Hotel. Respect for other hotel residents must be demonstrated. Any costs incurred by the hotel as the result of unruly behavior or un-due noise will be the responsibility of the organizer of the group.

### 9. Function Timings

Any times or schedules that are agreed and finalized cannot be changed without the consent of the Hotel.



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### 10. Children

It is the responsibility of the parents to supervise and ensure the well behavior of their children at all times, it is not the responsibility of the hotel. Children found breaching alcohol and or smoking laws will be asked to leave the function together with the responsible parent / guardian without warning. Children aged under 16 years of age will not be permitted in the function suite / bar area / common area / grounds of the hotel **after 10PM** and responsible parents / guardians must make adequate arrangements for child care after this time.

### 11. Cleaning Charges

**We do not allow the use of exploding/confetti balloons or non bio-degradable table dressings / non biodegradable confetti.** Where such are used or exploded there will be a clean-up charge of £100.00 for the balloons **and** £100.00 for the table top decorations / confetti.

Fireworks – there is a clean-up charge for the grounds after fireworks have been lit of £100.00.

### 12. Electricity Usage

Photobooths, chocolate fountains, backdrops, love lights, table skirts with lights etc will all carry a £40 charge per item for electricity should the items not be arranged through our trusted partners.

Any suppliers not on our recommend list must forward a copy of their liability insurance certificate and the value must be up to £10 million pounds.

### 13. Decoration damage

In order to avoid possible damage to walls and fittings, please do not use cellotape or blue/white tack on any walls or features incusing windows. To do so does mark . damage walls/features and will need to be repaired. Please discuss with the wedding co-ordinator about permissible decorations/methods.

14. The Oak tree is popular to decorate. Please do not allow screws, nails, or any form of uninsulated wire as all will damage the tree. You are responsible for the removal of any decorations put up in the morning after the group function. Should hotel staff be required to remove the decorations there will be a £100 clean up charge added to your final bill.



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Food / Buffet.

15. The buffet content is subject to availability and may change. Please confirm with your wedding coordinator prior to the wedding date for final details.

Signed for Hotel.....Signed by Organiser.....

Date..... Date.....

*(Pls note signing the above is not obligatory and that on paying the deposit to book your group function it is deemed that you have agreed to the above T&Cs as stated).*