



# *Your Wedding At The Abbotsford Hotel*

## BOOKING ARRANGEMENTS & CONDITIONS

1. In order to secure your date and allow us to make appointment arrangements, we would ask for a deposit of £350.00 which will be deducted from the final account. This is non-refundable.
2. Second Payment of £350.00 which should be paid six months prior to your wedding, again this is non-refundable.
3. If you wish to hold your wedding ceremony within the hotel, there is a £100.00 room hire charge. This will be added to your wedding bill.
4. Eight weeks prior to the wedding we would like to discuss final details.
5. On the Monday prior to the wedding, we request proposed final numbers and table plan, place cards and favours.
6. The final numbers attending a wedding should be given two days before the event. This will be the number charged to the account unless there is a subsequent increase.
7. Receipt of initial deposit constitutes a binding contract between hotel and client, as laid down in hotel policy.
8. Tariffs commence on 1st April each year. VAT is charged at the current rate.
9. Final accounts are payable the following working day after the wedding – usually Monday for a weekend wedding.
10. Bedrooms are not automatically booked, therefore contact reception to make your reservation.
11. Double/Twin rooms are charged at £75.00 inclusive of bed & breakfast. Single rooms are charged at £37.50 inclusive of bed & breakfast. Extra beds are available for children up to 12 years old on application. Cots are also available on free of charge.
12. A room listing is required 8 weeks prior to arrival for block bookings. Unnamed rooms will be automatically released after this date.

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