

Weddings

TERMS AND CONDITIONS

1. **Contract:** Persons booking an event are reminded that upon receipt of these signed Terms and Conditions, a contract exists between the booker and Creeting House Ltd.
2. **Confirmation:** All bookings will remain provisional until a signed copy of our Terms and Conditions is received, with deposit (if applicable). The confirmation should be received by Creeting House within 14 days. We will confirm final details of your requirements once your confirmation is received.
3. **Can I change the number of guests attending the event?** Yes, as long as you give us adequate notice of any variation. Any increase in numbers will be subject to capacity and our written approval. Please note however that our cancellation policy will apply if the numbers or cost of the event decreases significantly (i.e. more than 5%) or if we do not receive adequate notice of the change.
4. **Cancellation:** A cancellation of an event would result in considerable loss to Creeting House, therefore the following cancellation policy for an event is:

If You Cancel:	The Cancellation Charge will be:
Between 24 and 16 weeks prior to event	40% of the amount of the event
Between 16 and 12 weeks prior to event	50% of the amount of the event
Between 12 and 8 weeks prior to event	65% of the amount of the event
Between 8 and 2 weeks prior to event	80% of the amount of the event
Less than 2 weeks prior to scheduled event	100% of the amount of the event
5. **Cancellation of Accommodation:** If accommodation has been booked in conjunction with an event, cancellation charges will apply to the booking of a room or rooms in accordance with those specified in 4. above, even if the event itself is not cancelled.
6. **Cancellation by Creeting House:** In the unlikely event that we should have to cancel the event, we will immediately refund to you any advance payments already paid. We will however only cancel your reservation if:
 - a) The House is closed due to Fire, by order of Public Authority or by any other cause outside of our control
 - b) The House is sold to a Third Party
 - c) The reputation of the House could be damaged by the reservation or the event could disturb neighbours or members of the public
 - d) The person or entity making the reservation is declared bankrupt or has become insolvent.
 - e) The death of a close family member of the proprietors of Creeting House.

Once you have been refunded for the cancelled reservation, we will have no further liability regarding your reservation.
7. **Deposits:** Creeting House reserves the right to require payment of a deposit, at any time prior to arrival. The amount will be determined by the management of Creeting House. ***In the event of cancellation all deposits are NON REFUNDABLE.***
8. **Number of Guests:** Our charges are based on the expected numbers attending the event. We ask that you confirm final numbers FOUR WEEKS before the event. You will be charged for this number of people.

9. **Payment:** The outstanding or final balance of the account is payable by the customer FOUR WEEKS prior to the event unless prior alternative arrangements have been agreed in writing with the House. All prices quoted are inclusive of VAT at the current rate (where applicable). The customer is responsible for checking and settlement of all accounts.
10. **Liability for Damage:** As the booker of an event, we reserve the right to hold you responsible for any loss or damage to our property and for injury to persons including our staff and guests arising from the negligence or misconduct of you or the attendees of your event.

Thank you for taking the time to read our Terms and Conditions. This is an important document in the event that anything should go wrong with your function.

Your signature below is confirmation of the event and that you have read and understood the Terms and Conditions and agree to be bound by them.

For: Client/Booker

For: Creeting House Limited

Name(Company):

Name(Print):

Name(Print):

Signature:

Signature:

Date:

Date:

Event/Date:

Event/Date:

Creeting House Limited

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