



## WEDDING TERMS & CONDITIONS

- All bookings made by any firm, company, group or individual of whatever type shall be known as “the client” and are subject to these terms and condition. They are to protect all parties avoiding any misunderstanding when confirming a reservations
- All bookings are considered provisional and will not constitute a legal contract until written confirmation and deposit have been received by the venue and a receipt sent. Unconfirmed reservations are not guaranteed; reservations will only be held for a period of 14 days and during this time can be cancelled by the client or venue without charges being made.
- A non refundable deposit of £1750.00 is required to secure a provisional reservation; once a deposit has been received our cancellation policy below is activated. Full payment is required 21 days prior to the date of the wedding. Please ensure you read the minimum number policy for each period.
- Final numbers attending the wedding will be required 21 days prior to the date of the booking.
- Bicester Hotel Golf & Spa does not allow guests to supply their own wine, spirits, soft drinks or catering.
- The client shall be responsible for any damage caused to the allocated rooms, grounds or furnishings, utensils and equipment therein by an act, default or neglect of the client, sub contractor or guest attending the function and will be liable to pay Bicester Hotel Golf & Spa on request, the amount required to make good or remedy such action. The client shall not fix any materials to the walls or ceiling of the premises by use of nails, screws or any adhesive tape of any kind without prior consent of Bicester Hotel Golf and Spa.
- The client shall take full responsibility for the conduct of their guests, to ensure that nothing will be performed which constitutes a breach of the law, the safety and well being of staff engaged for duty, the security of the venue and or in any way cause a nuisance or infringe any licensing laws, illegal gaming or betting laws.
- In the event of you cancelling your wedding, the following charges will be made, calculated as a percentage of the estimated total booking value.
  - More than 10 months notice      Loss of deposit
  - 7~10 months notice                50% of estimated total value
  - 4~7 months notice                 75% of estimated total value
  - Less than 4 months notice        100% of estimated total value

All cancellations must be confirmed in writing, Bicester Hotel Golf and Spa reserves the right to cancel any booking at any time if they feel they need to do so. In such an instance the total extent of Bicester Hotel Golf and Spa’s liability will be to refund any prepayments already received.

Clients Signature of Acceptance: \_\_\_\_\_ Ref: \_\_\_\_\_

Wedding Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_