

Bicester Hotel Golf & Spa



Wedding Packages

2018

Silver
Wedding package
£5,450*

Based on 50 adult day guests
and 100 adult evening guests

Package includes:

A glass of Pimms and Bucks Fizz per guest on arrival

Three course wedding breakfast from Menu A

2 small glasses of house wine per guest

A glass of Prosecco per guest for the toast
(£4 supplement per person for Champagne)

Evening buffet
(Bacon rolls or a selection of sandwiches & chips)

Wedding breakfast and evening room hire for the Windsor Suite
(Upgrade to our Orangery Suite for £500)

Complimentary honeymoon Junior suite on the night of your wedding

**The cost for additional day guests is £73 per person,
Additional evening guests £11 per person.
Upgrade to Menu B for £10 per person
Upgrade to Menu C for £15 per person**

***£5,750 for 2019 Weddings**

Gold
Wedding package
£6999*

Based on 60 adult day guests
and 100 adult evening guests

Package includes:

A glass of Pimms, Prosecco, Bucks Fizz or Wine per guest on arrival

Three course wedding breakfast from menu A or B

Half bottle of house wine per guest

A glass of Prosecco per guest for the toast
(£4 per person supplement for Champagne)

6 Item Evening buffet

Civil ceremony in our Windsor Suite or Outside Pagoda, access to the roof terrace
until 4pm for Drinks,

Wedding breakfast and evening room hire for our Orangery Suite

DJ for evening reception

60 Chair Covers and Sashes

Complimentary honeymoon Junior Suite on the night of your wedding

Access to Grounds and Golf Buggy for photographs

**The cost for additional day guests is £84.00 per person,
Additional evening guests £17 per person.
Upgrade to Menu C for £10 per person
*£7299 for 2019 Weddings**



Platinum Wedding Package

£8999*

Based on 60 adult day guests
and 120 adult evening guests

Package includes:

A glass of Pimms, Prosecco, Bucks Fizz or Wine per guest on arrival

Canapes (3 per person)

Three course wedding breakfast from menu A, B or C

Half bottle of house wine per guest

A glass of Prosecco per guest for the toast
(£4 per person supplement for Champagne)

8 Item Evening buffet

Use of Both function rooms for all day and all evening

DJ for evening reception

60 Chair Covers and Sashes

Complimentary honeymoon junior suite on the night of your wedding
One Room for Night prior to wedding

Access to Grounds and Golf Buggy for photographs

3 months Couples Membership to the Health Club

Complimentary 4 Ball Golf Voucher

Complimentary Afternoon Tea Voucher for 4 people

**The cost for additional day guests is £99.00 per person,
Additional evening guests £20 per person.**

***£9299 for 2019 Weddings**



Twilight Package

*Available from 3pm
Available Monday-Friday Peak Season (May-September, December)
Available Saturday Non peak season (October – April)*

£3,900*

Based on 100 guests

Package includes:

Finger Buffet

Reception OR toast drink

Room hire

**Cost for additional guests £39.00 per person
Upgrade to 3 course meal from £20 for Menu A**

***£4,200 for 2019 Weddings**

Children's Package

£22 per child under 12

Orange Juice on arrival

Three course separate child's menu

Fruit Squash with meal

Appetize for toast drink

Bespoke Wedding Price List

Windsor Suite Room Hire Daytime (11am-4pm) - £500
 Windsor Balcony (Roof Terrace) (11am-4pm) - £250
 Windsor Suite Room Hire Evening (4pm –Midnight) - £500
 Orangery Suite Room Hire Daytime 11am-4pm) - £750
 Orangery Suite Room Hire Evening (4pm – Midnight) - £750
 Outdoor Pagoda - £250

Arrival Drinks – From £5 per person
 Toast drinks – from £5 per person
 Table Wine – from £19 per bottle
 Menu A - £45 per person
 Menu B - £55 per person
 Menu C - £65 per person
 Tea, Coffee and Mints - £2.50 per person
 DJ and Wooden Dancefloor - £400
 Bridal Junior Suite - £210 per night
 Chair Covers and Sash – from £3.00 per Chair

Other Items Available (Prices on request)


Fireworks
 Bands
 Photo booths
 Sweetie carts/Chocolate Fountain
 Room & Ceiling Draping
 Flowers
 Table Decorations
 Casino tables

*****Please be advised that for all wedding packages with the exception of the Twilight package will carry a 15% discount if the wedding is taken on a Sunday – Thursday during the months of April - September and December and for all Wedding dates in November, January, February and March*****

Accommodation

The bride and groom are invited to book a block of 15 rooms (including the Bridal suite) from which their guests will call and confirm their individual reservations.

Blocks will be held until two months prior to the wedding after which they will be released back for public sale. Guests may book after this time but the agreed rates will not be available.



Room Type	Saturday	Friday	Sunday	Midweek
Standard	£150	£125	£85	£120
Superior	£180	£155	£115	£150
Feature	£195	£170	£130	£165
Junior Suite	£210	£185	£145	£180

**** Bank holiday Sundays will be classed as Saturday rates**

All Guest staying two or more nights will be eligible for a £15 per room per night discount

A family room would be an Executive double with a £25.00 surcharge per child.

All rates are quoted on a per room, per night basis and are inclusive of VAT, full English breakfast and the use of our leisure facilities.

Inter-connecting rooms are available for families attending your wedding but will be charged as two rooms

All rates are valid until December 2018; prices for 2019 are available upon request from your wedding coordinator

Terms & Conditions

1. **Applicability:**

These terms and conditions apply to all arrangements, agreements and understanding of contracts whether written or oral between the Hotel and its clients. No conflicting conditions or terms of any client shall in any way derogate from these terms and conditions and these terms and conditions shall have precedence in the event of conflict. No variation, modification, waiver or forbearance in relation to these conditions shall be valid unless agreed in writing by the General Manager of the Hotel.

2. **Payment:**

- 2.1 Please see additional section for payment schedule details. If the requested amount is not paid within the time given, the Hotel reserves the right to release the booking.
- 2.2 Credit card payments will be subject to a 1.5% surcharge (3% for AMEX) NO surcharge for debit card payments
- 2.3 All Cheque payments must be paid no later than 28 days prior to arrival
- 2.4 To charge non pre-booked items such as bar tabs will require a credit or debit card swipe for guarantee.

3. **Licensing Statutory Regulations Health and Safety:**

- 3.1 Clients are required by law to comply with the regulations contained in the Regulatory Reform (fire Safety) Order 2005 and the Licensing Act 2003 relating to music, dancing and entertainment in respect of all events held at the Hotel.

3.2 **Fire Regulations:**

The Hotel is required to give 7 days' notice to the Local Fire Authority with plans and specification, in every instance where stage presentation and/or exhibitions are proposed in any part of the Hotel.

3.3 **Fire Alarm Procedures:**

An audible warning to all areas of the Hotel indicates activation of the Hotel Fire Alarm. This will be silenced to allow an investigation as to the cause of the activation.

ON THE ALARM SOUNDING FOR THE SECOND TIME AND REMAINING CONTINUOUS THE NEAREST EXIS MUST BE USED TO EVACUTE THE PREMISES.

Guests must make their way to the fire assembly point in the front car park.

3.4 **Use of Laser Equipment:**

When laser equipment is included as part of an event held on our premises the client is required to give at least 28 days prior notice in writing on Notification Form PM19 in order that a laser Safety Officer may be appointment to inspect the Installation and operation of the laser equipment. Any charges relating to this appointment shall be chargeable to the client. Failure to give notification and/or the failure of equipment which to meet the approval of the Laser Safety Officer will result in the laser equipment being removed from our premises.

3.5 **Use of Smoke:**

The Hotel does not allow the use of smoke during an event and under no circumstances will pyrotechnics or naked flames be allowed in any part of our rooms.

3.6 **Safety Regulations:**

The client is required to comply with all statutory, local authority, institution regulations, standards, provision, requirements codes of practice recommendations and laws in force that are applicable to your use of the Hotel premises and facilities. It is the client's responsibility and not the Hotel's to ensure that the client is aware of such matters.

3.7 **Vehicle Access:**

Clients must receive prior permission from the Hotel for vehicle access. Drivers of vehicles seeking access to the rear of the Hotel should report to the Duty Manager contacted from the Hotel Reception. Drivers are required to abide by any advice and direction given by the Duty manager.

3.8 **Signage/Adhesives**

All signage must first be agreed by the Hotel. Permitted signs should be free-standing but must not obstruct the corridors or fire exits. No signage should be placed on the walls, doors or mirrors without prior agreement with the Hotel. Blue Tack, pins, and other such materials may not be used on any of the meeting room walls, doors or mirrors at any time. Any damage caused by unauthorized signs or by Blue Tack/pins etc. will be charged to the client. Any signs positioned without permission must be removed directly on request.

4. **Third party Liability and Insurance:**

The Hotel is not responsible for the death or personal injury otherwise than through its own negligence in respect of any person whether visiting rooms or an event on behalf of, at the invitation of, at the request of, or being employed by or as an agent of a client in any part of the Hotel or its perimeter or golf course. The Hotel recommends that all clients take out their own third party liability insurance.

5. **Personal Property, Storage:**

The Hotel excludes responsibility for the property of clients or their guests, agents or employees. The Hotel advises all guests to take any valuables and property to their rooms and all items left in the room after the end of the function are entirely at the client's risk. The Hotel will endeavor to assist clients with storage of equipment etc. but it excludes liability for theft loss or damage to any such item of equipment.

6. **Performance, Performing Rights, Guests:**

The Hotel reserves the right to object to the employment by the client of any photographer, toastmaster, band musician or any other person in connection with any event. The Hotel will be pleased to give advice or make recommendations in this regard if required. It shall be the responsibility of the client to ensure that performing Rights Society forms are completed by any band/musician employed by the client. The Hotel reserves the right to object to the dress or behalf of any client or their guest and may in its absolute discretion exclude any person from the Hotel.

7. **Corkage and Wine Estimates:**

No wines, spirits, beer or any other alcoholic beverages may be brought into the Hotel without the prior permission of the Hotel and if permission is so granted a corkage charge will be levied. Corkage charges are available on request. Any guest caught consuming such alcohol without permission will have a corkage charge levied and/or may be asked to leave the hotel.



8. Finishing Times:

Events must finish punctually at the time agreed when the booking is made. Extensions to this time are only granted by prior arrangement with the Hotel.

9. Cancellation by the Hotel:

The Hotel reserves the right to cancel any booking at its discretion in the following circumstances:

- a) If the client is in breach of these terms and conditions in any manner.
 - b) If it appears in the opinion of the Hotel that there is a serious threat to the security of the Hotel or its guests or that the event is likely to create a serious disturbance.
 - c) If it appears in the opinion of the Hotel that the nature of the event is materially differ from that original envisaged by the Hotel.
 - d) For any other reason which the Hotel considers reasonable in the circumstances.
 - e) If the client, being an individual has a bankruptcy order made against him or her or enters into a scheme or arrangement with his or her creditors or being a company has a receiver liquidator or administrator appointed over the whole or part of its assets or enters into any composition or scheme of arrangements with its creditors.
10. If the Hotel without any obligation on its part succeeds in making a replacement booking it may in its discretion reduce cancellations charges.
The Hotel will not accept a booking in respect of any event which contains any material which is, in the opinion of the Hotel, in any way racially or sexually discriminatory or otherwise offensive.

11. General Liability:

12. The Hoteliers will not be liable for any failure to provide the services contracted in the following circumstances:
- I. Industrial action by Hotel employees
 - II. Industrial action by staff or a major supplier
 - III. Fire, lightning, aircraft impact, explosion, riot and civil commotion, malicious damage, storm, tempest, flood, burst pipes, earthquakes and impact, terrorism.
 - IV. Postal bookings which do not reach them.
 - V. Breakdown of plant or any failure to supply to Hotel of gas, electricity, water services etc.
 - VI. Any other circumstances beyond reasonable control of the Hotel.

Without prejudice to the foregoing and without inferring any liability against the Hotel, the Hotel undertakes to take all possible action to alleviate such inconvenience.

- 13. Any contracts with the Hotel shall not be assignable.
- 13.1 The Hotel reserves the right to change the Client's event to a different room in the Hotel for any reason the Hotel deems reasonable. No room allocation is guaranteed until the day of the event.
- 13.2 These terms and conditions shall be governed by and construed in all respect in accordance with English law and subject to the non-exclusive jurisdiction of the Courts of England and Wales.
- 13.3 The client shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein by an act, default or neglect of the customer, sub-contractor or guest of the client and shall pay to the Hotel on demand the amount required to make good or remedy any such damage.
- 13.4 This Agreement does not affect any rights which the client may have under the Hotel Properties Act 1956 where the Act applies. The Hotel referred to herein is owned by Bicester Hotel Ltd

Additional Terms and Conditions

A non refundable deposit of £500.00 is required to secure a provisional reservation; once a deposit has been received our cancellation policy and payment schedule below is activated.

Payment Schedule:

- Up to 6 months prior to the wedding – Deposit taken
- 6 months prior – 50% of Wedding balance due
- 4 months prior to the wedding – 75% of total balance due
- 21 days prior to the wedding – Full Balance due

Final numbers attending the wedding will be required 21 days prior to the date of the booking.

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 and 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 wellbeing 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 6 months notice	Loss of deposit
4~6 months notice	50% of estimated total value
2~4 months notice	75% of estimated total value
Less than 2 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.

Current prices are calculated on VAT at the prevailing rate of 20%. Any fluctuation in VAT will be passed onto the client.

Client signature of Acceptance:.....

Wedding Name:

Date of Event: Ref:.....



