T E R M S & C O N D I T I O N S

Maes Manor Hotel asks clients to be aware that all wedding bookings are conducted

on the basis of our Standard Terms and Conditions.

**1. Confirmation**

A provisional booking for the date of your choice will be held for a maximum of 14

days. After 14 days, Maes Manor Hotel requires written confirmation and a

non-refundable/non-transferable deposit of £850 to secure your booking. The booking is confirmed on receipt of the deposit. Then a further £850 is required 12 months before your

wedding. Wedding bookings made within a 12 month period of the wedding date will

be required to pay £1700 deposit that is non-refundable/non-transferable.

All payments made to the hotel are non refundable / non transferable.

**2. Payments**

Settlement of your final balance is required 14 days prior to the wedding. Any

additional costs must be settled prior to departure. All prices are inclusive of VAT at

the current rate. VAT will always be charged at the same rate in force at the time of

final payment.

**3. Cancellations**

Should you wish to cancel your booking; a charge will be made, calculated as a

percentage of the total value, according to the scale highlighted below:

More than 12 months before the wedding…………………………………………………....**20%**

12 – 6 months before the wedding.................................................................................. **25%**

4 – 6 months before the wedding.................................................................................... **50%**

1 – 3 months before the wedding.................................................................................... **75%**

less than 1 month before the wedding.......................................................................... **100%**

All cancellations should be confirmed in writing by the client. Cancellation will be

in effect from the date of receipt of written confirmation. The cancellation fee must

be paid 14 days of any cancellation (excluding weddings cancelled within 1 calendar

month of the wedding date in which case payment is due in full immediately). The

Hotel strongly recommends that you consider Wedding Insurance to cover costs in the event of cancellation.

**4. Minimum Spend**

Maes Manor Hotel reserves the right to set minimum spends on certain days. There

shall be no minimum spend for weddings held from Monday to Thursday, at the

discretion of the management, (excluding Bank Holidays and national holidays).

Weddings held on Fridays, Saturdays and Sundays are required to meet the minimum

spend of £6750. A room hire charge will be incurred for weddings that fall below this spend at the discretion of the management. A room hire charge will be applicable for all civil ceremonies held at the hotel.

Please note that anything the Maes Manor Hotel can supply for a function is not allowed to be brought in by other companies or privately, without written confirmation of agreement from the Hotel’s general manager (this includes all decorations, entertainment and catering).

**5. Confirmation of Number of Guests**

Approximate numbers must be confirmed with the hotel at the time of booking. It is

this figure that will act as the minimum number of guests to be paid for in the event

of a cancellation. Final numbers must be confirmed with the hotel 14 days prior to

the wedding along with final payment.

**6. Food & Beverage**

Evening buffets must be ordered for the total number of guests attending the evening

function. Any wines or spirits brought to the Hotel are subject to a corkage fee, you

will need to confirm the costs with the wedding co-ordinator. Any guest found

bringing wines, spirits or beer into the hotel premises, for their consumption, will be

charged accordingly and asked to leave the premises. No outside catering other than

chocolate fountains are permitted at the Hotel. We do not allow wedding cake to be

served as dessert for the Wedding Breakfast.

**7. Etiquette and Conduct**

It is important that all members of your party maintain

acceptable levels of behaviour and noise on the Hotel premises. In the unlikely event

that you are requested to intervene by the Hotel management, you must take the

necessary steps to ensure that the members of your party adhere to this policy. In

the event of your failure to comply with this request, the Hotel management may

stop the wedding reception without being liable for refund or compensation.

Children attending the wedding must be supervised at all times by a responsible

adult.

**8. Damage**

The client is responsible to the Maes Manor Hotel for any damage caused to fixtures,

fittings, property rooms and/or buildings of the Hotel by the client or their guests or agents.

Any such damage will be charged for in full.

**9. Wedding Brochure Information**

All information and prices in this brochure were correct at the time of printing and

are subject to change without prior notice. The Maes Manor Hotel cannot accept

responsibility for any errors or omissions. Please ensure that prices are correct for

the year that your wedding takes place. All arrangements featured in this brochure

are subject to availability.

**10. Theft**

The Hotel is not liable for any loss or damages to guest’s belongings and personal

possessions within the Hotel premises howsoever such loss or damage may have been

caused. Guests are responsible for the protection of their own property and should

keep their belongings with them and under their control at all times. Valuable items

may be accepted for safe keeping with reception at the discretion of the Hotel. The

Cloakroom is not secure and notices to that effect are in clear view.

**11. Licensing Hours**

Function Bar and Cocktail Bar closing times are as follows:

Monday – Thursday 12:00am (Depart by 12.30am)

Friday – Sunday 12.30am (Depart by 1am)

The Hotel reserves the right to apply the above times to all guests whether resident

or otherwise.

**12. Data Protection Act**

Any information supplied to Maes Manor Hotel, is held in accordance with the Data

Protection Act 1984. Information supplied may be used by the Maes Manor Hotel to

keep you informed of special offers and promotions we believe are of interest to you.

We do not disclose personal information to any other organisation.

Date of Wedding............................................................................................................................

Signed Groom................................................................................................................................

Print Name.....................................................................................................................................

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

Signed Bride...................................................................................................................................

Print Name.....................................................................................................................................

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

Signed Wedding Co-ordinator ………..................................………….....................………...............

Date……….................…………………………………………………………………………………………………….........

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