

# Wedding Terms & Conditions

## 1. Booking your wedding & Payments

- a. All bookings are provisional and will be held for 14 days.
- b. A minimum of £500 deposit is payable to secure your wedding date. This payment is non-refundable.
- c. All subsequent payments are also non-refundable.
- d. In the case where no deposit is paid after 14 days the date will be released.
- e. Where one person is making the booking, that person confirms that she/he has the authority to make the booking on behalf of both persons intending to be married. It is then assumed any agreements will automatically be made by both parties.
- f. An estimated invoice will be generated by your Wedding Coordinator after your initial consultation. This will be subject to change based on your requirements.
- g. Final numbers of guests are to be confirmed no later than 2 months prior to your wedding date when a final invoice will be produced.
- h. Should numbers reduce once the final invoice has been produced the full amount is still required to be paid no later than 1 months prior to the wedding.
- i. Payment schedule:**
  - i. On booking - £500 deposit**
  - ii. 6 months prior to wedding – minimum of 25% of estimated invoice**

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**iii. 4 months prior to wedding – minimum of 50% of estimated invoice**

**iv. 2 months prior to wedding – 100% balance to be paid**

j. Any cancellation or deferment of any event must be done in writing. Any payments made can be transferred to a new date in agreement with Management.

k. If any unforeseen situation ensues out of our control e.g. a pandemic, we are able to offer reschedule. No refunds.

l. Payments should be made by cash, credit/debit card or BACS transfer. Please use your wedding date as reference when making any bank transfers. Our details are

i. Account Name: The Gower Hotel Limited

ii. Sort Code: 04-06-05

iii. Account Number: 30035351

m. We strongly recommend all wedding bookings take out appropriate wedding insurance

## 2. Civil Ceremonies

a. Civil ceremonies must be performed by Swansea Council registrars. It is your responsibility to arrange the registrar.

b. We recommend that you check the availability of both registrars and venue before confirming any dates.

c. Swansea Council registrars can be contacted at [registrars@swansea.gov.uk](mailto:registrars@swansea.gov.uk). Further information can be found on the [www.swansea.gov.uk](http://www.swansea.gov.uk) website.

d. Alternatively, you may wish to use a celebrant. Although this is not an official licensed ceremony it can provide more of a personal touch. We recommend Janine Hailey, she may be contacted at [janine@uniquelifeceremonies.com](mailto:janine@uniquelifeceremonies.com).

## 3. Planning Your Day

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- a. Your dedicated Wedding Coordinator will hold a number of scheduled meetings and communicate via email in advance of your wedding date to organise and coordinate your day.
- b. To ensure the day runs smoothly, we ask that no last-minute changes are made to the timings of your day unless there is a special reason. Please discuss any last-minute changes with your Wedding Coordinator.
- c. A copy of your timings will be provided to you prior to your wedding day. We kindly ask that these timings are communicated to your guests including the arrival and departure times.

#### 4. Wedding Decoration, Finishing Touches & External Wedding Suppliers.

- a. We are not liable for any loss or damage of possessions during your function, be it decor or personal items.
- b. External wedding suppliers such as Wedding Decorators, Photographers, Photo Booths etc are permitted on site however we kindly ask for them to get in touch prior to the wedding day to make appropriate arrangements. A list of wedding suppliers will be required during the planning process.
- c. Biodegradable confetti is permitted.

#### 5. Children

- a. Children are permitted at weddings however must be supervised at all times, to ensure their safety and to reduce the risk of damage.

#### 6. Food/Drink

- a. Your Wedding Coordinator will provide you with your wedding breakfast options during your consultations. You will be asked to pick either 1 or 2 choices out of our options.
- b. Final guest numbers are due no later than 2 months prior to the wedding and menu choices are due no later than 2

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months prior.

c. Mixing of buffets are not permitted however it is possible to add additional items for additional costs. Please discuss with your Wedding Coordinator.

d. When catering for evening receptions, we will cater for the agreed number of guests.

e. No outside caterers are permitted. Only wedding cakes.

f. Beverages being brought in and consumed is forbidden, anyone found doing this will have their drink confiscated and destroyed.

g. Zero tolerance towards Drug taking. Anyone found in possession of, taking or under the influence of drugs will be reported to the police.

h. Dietary requirements must be made clear to your wedding coordinator at least a month before the wedding date.

i. Serving times of your evening buffet will be discussed with your wedding coordinator. Please note that due to hygiene regulations, buffets must be cleared away after 90 minute.

j. The bar will be open for alcoholic and non-alcoholic beverages until 11:45 pm for guests and the venue to be cleared by 12:15 of all guests.

## 7. Entertainment

a. DJs are permitted to play at the hotel, however this must be agreed in advance with your Wedding Coordinator.

b. Bands are allowed however no drums are permitted

c. Entertainment and pre-recorded music is allowed until strictly midnight.

d. DJ will follow your playlist but will also accept requests, should you wish to allow guests to make requests. No aggressive attitudes towards the DJ will be accepted.

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- e. All entertainment booked for your event must have Public Liability Insurance and must finish by midnight
- f. Fireworks and smoke machines are not permitted anywhere on hotel property.

#### 8. Accommodation

- a. All hotel rooms are reserved for your wedding party for the night before and the night of your wedding, upon booking with us.
- b. A preferential rate of £125 per night, including bed and breakfast, is offered for two guests. If guests are staying in the lodges and require additional bed and breakfast for children, this will incur an extra cost. Full payment is due no later than 2 months prior to the wedding date. All payments are non-refundable and non-transferable.
- c. Rooming lists and full payments for rooms are required 2 months prior to the wedding.
- d. Any remaining rooms for the night before the wedding will be released for the public to book, however any remaining rooms for the night of the wedding will be added to the final invoice.
- e. Bedroom accommodation is available from 3pm on the day of arrival and must be vacated by 10am on the day of departure.
- f. Breakfast is available from 8AM and last orders are 9.15AM. No orders will be taken after this time.
- g. All accommodation reservations are subject to our cancellation policy. Bedrooms cancelled after this time will be charged at the full rate in the event that the hotel is unable to resell the room.
- h. All room rates offered by the hotel are at the discretion of the hotel

#### 9. Exclusivity

- a. Hotel exclusivity is for all full package weddings. Please discuss with your Wedding Coordinator.

#### 10. Right to Cancel

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a. The New Gower Hotel reserves the right to cancel your booking, without any liability to you and without any obligation to refund any monies paid if; you do not pay, or we have reasonable assumption that you will not pay, any monies owed by the agreed dates, or we discover that you have deliberately given incorrect or concealed information about your intended event.

#### 11. Hotel Policies

- a. The Hotel can provide equipment for an additional cost, however should the client wish to provide their own, the hotel accepts no liability and expects the equipment to comply with the rules set out in the Health & Safety act.
- b. Any damage caused by the client or their guests to the fabric of the building, grounds, roadways or car park will be fully charged; in respect of both labour and materials, in making the necessary repairs (inclusive of sub-contractors working on your behalf).
- c. The New Gower Hotel does not accept liability for the loss or damage of guests' personal belongings or damage to any car parked in the hotel car park, owners park at their own risk. In exception to the terms laid out in the Hotel Proprietors Act 1956.
- d. We at The New Gower Hotel, reserve the right to stop any activity which we believe is likely to cause damage to the property or poses a risk to the people at the venue. We will not tolerate any abusive behaviour by guests to any other guest or employee of the hotel. We reserve the right to remove any persons, we believe to be acting inappropriately.
- e. The New Gower Hotel does not accept any liability or responsibility for any delay or failure of performance of any agreed obligations that is caused by events out of our control (such as serious damage to the venue, adverse weather conditions, a pandemic or epidemic, any interruption or failure of any utility services such as electricity, gas or

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water). In these circumstances, we will use every effort to notify you as soon as is reasonably practical. If, as a result of such events, we believe we have no alternative but to cancel your booking, we will endeavour to help you find an alternative venue of a similar standard. In such events, our only liability to you will be to refund any monies paid towards your event.

f. We reserve the right to make changes to the appearance of the interior/exterior of the hotel between the time we accept your booking and the time of the event. This includes, but not limited to, decor and colour schemes of the property, and we cannot guarantee that the hotel and its surrounding areas will be free from any additional structures or obstructions, this includes but is not limited to scaffolding and marquees. We also reserve the right to make changes to any components of any event if this is necessary to comply with the safety requirements or other changes in law, legislations or codes of practice, or to make any other changes which we believe will not be to the detriment of your overall wedding experience. We will use reasonable endeavours to ensure that no aspects of your event have to be altered in any of the cases above, however we will notify you of any significant changes, but we will not offer any refund or compensation unless it is likely to significantly change the nature of your event

g. No food or beverages of any kind are permitted to be brought into the venue, by the guests.

h. Unless credit facilities have previously been arranged, full payment of the amount due shall be made by the client upon departure of the hotel. Applicable to accommodation and conference facilities only.

i. Credit Facilities must be agreed in writing by the hotel at least 28 days prior to the date of arrival. Where credit is agreed payment must be received within 7 days of receipt of invoice.

j. We at The New Gower Hotel, reserve the right to withdraw credit facilities at any time without further liability.

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Written notice will be presented to the client upon withdrawal.

k. Other than guide dogs, hearing dogs, and other assistance animals, no pets are allowed in our restaurants or function areas unless discussed and approved prior to the event. We do, however, offer pet-friendly accommodation. Please note that if dogs bark or disturb other guests, they will be asked to leave.

l. All written correspondence from the client to the hotel must be sent to: The New Gower Hotel 11 Church Lane

Bishopston Swansea SA3 3JT Or: [events@thenewgowerhotel.wales](mailto:events@thenewgowerhotel.wales)

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## 12. Declaration

a. I/We hereby agree that I/we have; read, understood and agree to be bound by the terms laid out in this 9 page documentation in relation to our visit/event being held at The New Gower Hotel, Bishopston:

Client Signature (1):\_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

Client Signature (2):\_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of The New Gower Hotel:

Signature:\_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for choosing The New Gower Hotel as your wedding venue, we look forward to making this a very special and unforgettable day, just as you envisioned it to be. To keep in contact regarding your big day - please use the following email address: [events@thenewgowerhotel.wales](mailto:events@thenewgowerhotel.wales) Telephone: 01792234111

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