



Wedding Terms and Conditions

1. In order to reserve the Roundthorn Country House for your wedding day a minimum number of guests is required for both the day and evening receptions. Weddings below minimum numbers may be subject to room hire charges – please ask for details and clarify this prior to confirming your booking.
2. Provisional bookings can be held for up to 3 weeks, within which time we will issue you with a contract. Please take the time to read this carefully, completing any gaps, and sign and return with your deposit for £850 in order to secure the date.
3. Deposits are non-refundable in the event of cancellation.
 - Cancellations made 12 months prior to the wedding date will incur no further charge
 - Cancellations made 12-6 months prior will incur a charge of 25% of the estimated costs
 - Cancellations made 6-3 months prior will incur a charge of 50% of the estimated costs
 - Cancellations made less than 3 months prior will incur a charge of 75% of the estimated costs
4. Final Details, including numbers, menus etc. should be confirmed approximately three weeks prior to the Wedding – please telephone to arrange a suitable appointment. Minor cancellations can be accepted up to two days before the Wedding.
5. Following the final appointment we will issue a pro-forma invoice and final payment of accounts is required a minimum of 10 days prior to the Wedding date. Payment can be made by cash, cheque or debit card. Payment by Mastercard or Visa credit will incur a surcharge of 2%.
6. A discount is available from the main Wedding Package price, for Weddings booked over a minimum number (as apply in point 1) on certain days of the week: Fridays & Sundays – 5% Discount (excluding bank holidays) Monday – Thursday – 10% Discount
7. Children (aged 2-11) are charged at 50% of the package price; no charge is made for babies and toddlers (under 2's) not requiring a meal.
8. Prices quoted are subject to change and are inclusive of VAT. Prices shown apply to Weddings taking place in 2017, and should only change if there is any variation in market prices. Estimated prices for future years can be provided by your Wedding Coordinator.
9. Timing of a Civil Ceremony must be approved by the hotel prior to booking and should not be before 1pm. Please speak to the hotel for advice on timings of Church Ceremonies, however in general, time should be planned to ensure that guests arrival at the hotel is later than 1pm.
10. Guests should be invited to arrive no more than 30 minutes prior to a civil ceremony taking place at the Roundthorn Country House
11. All ten bedrooms (including one for the bride and groom) must be taken for the night of your wedding, and if these are being allocated by yourselves, the hotel must receive a rooming list at least 8 weeks prior to the day – any rooms not taken by wedding guests will be charged a flat rate of £80.
12. Accommodation booked for wedding guests at the hotel is available for check in from 2.00pm, with check out the following day 11.00am. If you have booked rooms on behalf of your guests you must ensure that they are aware of these timings.
13. Entertainment, ie. Band, Discos, Entertainers, must be booked through the hotel or approved by the hotel (in advance of booking the act) to ensure they abide by guidelines set out within the public entertainment licence.
14. Flower arrangements are provided to co-ordinate with the Bridal flowers etc. but these remain the property of the hotel and cannot be removed from the premises.
15. Any contractors or suppliers that you intend to employ to decorate the reception or ceremony room that are not on our recommended suppliers list must be approved by the hotel prior to booking them. The Hotel holds no responsibility or liability for any damage caused to property brought in by third party suppliers, and it is the responsibility of the person(s) booking these services to ensure appropriate insurance is in place.
16. You are responsible for guests attending the Wedding and will be held accountable for any damage caused. Any costs incurred by the Hotel through damage caused by guests will be the responsibility of the person(s) identified as responsible for payment of the account within the contract. We would recommend that anyone booking an event consider appropriate insurance.
17. Due to the nature and cost of such events, we do strongly recommend that you take out appropriate wedding insurance.
18. It is not permitted for the organiser or guests to bring onto the premises or consume on the premises, their own alcohol. You will be liable for estimated corkage charges if it is found that this has been contravened.