**Terms and Conditions for Wedding Venue Hire**

 **Bookings**

A provisional booking for your preferred date can be made and held for a maximum of two weeks. After two weeks Walworth Castle requires confirmation for the booking; all non-confirmed bookings will automatically be released.

Bookings are considered confirmed on receipt of signed copies of the terms and conditions forms and a non-refundable/ non-transferable deposit of £500.

**Payments**

All payments made to Walworth Castle are non-refundable/ non-transferable. As well as the initial £500 deposit to confirm the booking a further 25% of the estimated total balance is payable 12 months prior to the wedding, or upon booking if within 12 months. A further 25% of the estimated total balance is payable 6 months prior to the wedding.

The remaining and final balance s to be settled 4 weeks before the wedding. Payment should be made by bacs transfer whenever possible and late payments may incur and admin fee.

All prices quoted are inclusive of Value Added Tax, service charges are at the discretion of the customer. We reserve the right to increase prices without prior notice.

**Guest Numbers**

The number stated on your terms and conditions must be a true indication of the final number of guests expected. A change of 10% less guests is acceptable, and this is the minimum number charged for.

Catering for 100% of guests is required throughout the wedding day and evening.

**Price**

The price of your wedding will be set out in a quotation. If not all components of the price in the quotation are stated to be fixed (for example they depend on the numbers to be catered for) the final price will be determined either in accordance with the quotation (for example the charge ‘per head’ for meals) or as otherwise agreed with us (for example if there are any extra services not set out in the quotation which we subsequently agree at our discretion to provide to you. Some weddings held at Walworth Castle will incur a room hire charge. Room hire charges vary. Should your guest numbers decrease your room hire may be subject to an increase. If your wedding is schedules more than 1 year in advance we reserve the right to increase the price of the wedding package by up to 6% for each complete period of 12 months between these two dates.

**Damage and Losses**

Walworth Castle is a Grade one listed building. The wedding couple are responsible to Walworth Castle for the cost to make good any damage caused by themselves, guests or suppliers. This may include the building internally and externally, furniture, grounds or employees.

Walworth Castle cannot accept any responsibility for the security of gifts and wedding cards. Table decorations and other such items must be collected at the close of the event as no responsibility can be accepted by the hotel for their safekeeping.

**Corkage**

Neither the wedding couple or his/her guests may bring their own food or beverages into Walworth Castle or its grounds without prior written agreement and payment. This includes gifts and favours. Anybody found with such items will be challenged and asked to remove these from the premises immediately.

It is the responsibility of wedding couples to ensure his/her guests do not bring or consume their own food and beverages on the premises of Walworth Castle.

**Cancellations by you**

In the unfortunate event of you having to cancel your wedding you must firstly inform the wedding manager or duty manager by telephone and then in writing. A wedding will not be considered cancelled until a letter in writing is received.

All deposits and payments made are non-refundable and non-transferable and a charge will be calculated as a percentage of your total booking value. The cancellation charges are based on the minimum numbers set out in our quotation.

More than one year – Loss of initial deposit

6-12 months prior – 25% of the estimated total plus initial deposit

1-6 months prior – 50% of estimated total plus initial deposit

Less than 1 month prior – 100% of estimated total.

COVID-19 variation. Any bookings taken, amended or transferred during the pandemic and which subsequently can’t go ahead due to a government lockdown, will be able to request a change of date within 18 months of the original booking date. We will endeavour to keep the costs the same, although if we incur increased costs (for example from our suppliers) we reserve the right to increase the total cost of the wedding.

**Cancellation by us**

We reserve the right to cancel your booking without liability to you and without any obligation to refund if

1. You do not pay us the balance of your wedding package price by the date due for such payment, or
2. We have reasonable grounds to believe that you may not pay us the balance of your wedding package price by the due date and we have requested you to explain the position and you have not done so satisfactorily, or
3. We discover, before you pay the balance of your wedding package price that you have deliberately concealed information, or deliberately given us incorrect information about your intended wedding circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking or
4. We have reasonable grounds to believe that your behaviour or that of your guests at the wedding is likely to result in damage to the venue or to our property and or injury to people.

If we have to cancel your booking by any of the reasons listed above, you must pay us losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, and whether or not we resell the date. The cancellation charges are set out in the cancellations by you section.

**Events outside of our control**

We shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control. These include the following, although not an exhaustive list, serious damage to the venue, serious adverse weather conditions, a pandemic, epidemic or an outbreak of a serious illness, interruption or failure of utility services such as electric power, gas or water. In these circumstances, we shall use every effort to notify you as soon as is reasonably practical. If, as a result of such events, we believe that we have no alternative but to cancel your booking, you must have suitable wedding insurance to cover you for these eventualities. We strongly advise all our Walworth wedding couples take out wedding insurance. There are varying levels of insurance that are available on the market to suit your requirements. It is the wedding couple’s responsibility to ensure they have the insurance suitable for their needs.

**Limitation of our liability to you**

Our total liability to any loss you may suffer will be limited to the total amount of money payable to us for your wedding package. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of the contract or breach of statutory duty or negligence on our part.

Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit our liability.

**Changes to the venue and / or your wedding package**

We reserve the right to make changes to the interior and or/ exterior of the venue between the time we accept your booking and the date of your wedding. We reserve the right to change the colour scheme and décor or the function rooms.

We will use all reasonable endeavours to ensure that no component of your wedding have to be altered. However, as a wedding plan is usually put together a long time before your schedules date, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant code of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience. Any changes unlikely to fundamentally change the nature of your wedding experience will not be offered a refund, costs or compensation.

**Wedding Suppliers**

Although Walworth Castle will recommend wedding suppliers, we can take no responsibility for the service of which they provide. All bookings and payments must be made direct to the supplier.

Access to decorate and set up for weddings can only be guaranteed on the day of the wedding.

Walworth Castle can take no responsibility for the looking after and safekeeping of equipment or decorations.

Chair covers and accompanying sashes if required will be provided externally and Walworth Castle will not take any responsibility for dressing the room with these.

All suppliers using Walworth Castle electrics must have current portable appliance test certificates.

It is recommended that all suppliers visit the hotel prior to any wedding day.

**Civil Ceremonies**

Opting to have your civil ceremony in the garden will also require an indoor ceremony room to be set up and made available with our changeable weather. There is an additional charge to marry outside which will be refunded should the weather prevent you from using the outside facility.

**Finish Times**

All weddings finish at midnight as standard. An additional charge can be made should you wish to extend this time by one hour.

A resident’s bar may be available and the latest this bar will close is 01:50. This is at the discretion of Walworth Castle staff and may close earlier if it is seen necessary.

**Accommodation**

Payment for bedrooms associated with weddings are required in full upon booking. All payments are non-refundable and non-transferable.

A maximum of 15 bedrooms’ can be provisionally held upon a confirmed wedding booking. If bedrooms are still not booked and paid for 2 months prior to the event, they will be released.

Check in to bedrooms is 2pm on the day of arrival and check out on the day of departure is 11am.

A limited number of rooms may be available for early check in at an additional charge and with prior notice.

**General Items**

If only one person is making the wedding booking, that person confirms that s/he has the authority to make the booking on behalf of both persons intending to get married. Our contract with therefore be with both such persons.

Any error or omission in any information or document issued by us shall be subject to correction provided the correction does not materially affect the contract.

You may not transfer your rights or obligations under our contract with you to another person without our prior written consent, which we will not hold unreasonably.

If any court or competent authority decides any of these provisions of these terms are invalid, unlawful or unenforceable to any extent, the term will, only be served on the remaining items, which will continue to be valid to the fullest extent permitted by law.

Only biodegradable confetti may be used at Walworth Castle and only externally on grassed areas.

Smoke machines and confetti cannons may not be used

Anybody wishing to decorate the function rooms by using attachments to the walls, floors and ceilings must seek approval in writing to the wedding manager.

Management reserve the right to change the facilities without prior notice.

The terms and conditions are correct at the time of printing and Walworth Castle reserve the right to change these should they feel necessary.

**By making your wedding booking at Walworth Castle you are deemed to have accepted these terms and conditions.**

**Terms and Conditions**

**Guest Copy**

We have read, understood and accepted the wedding terms and conditions of Walworth Castle hotel and wish to proceed with our wedding booking.

Full names of wedding couple:

Date of the wedding:

Package Chosen:

Day No’s:

Eve No’s:

Wedding couple signatures: Date:

For and on behalf of Walworth Castle Hotel:

Name:

Signature:

 **Terms and Conditions**

**Walworth Castle Copy**

We have read, understood and accepted the wedding terms and conditions of Walworth Castle hotel and wish to proceed with our wedding booking.

Full names of wedding couple:

Date of the wedding:

Package Chosen:

Day No’s:

Eve No’s:

Postal address:

Email address:

Telephone number(s):

Wedding couple signatures: Date:

For and on behalf of Walworth Castle Hotel:

Name:

Signature: