

GLEN YR AFON HOUSE HOTEL
STANDARD TERMS AND CONDITIONS FOR WEDDING BOOKINGS -
(for weddings after 1st January 2023)

All wedding bookings are conducted on the basis of these Standard Terms and Conditions

Confirmation

A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days, a non-refundable administration fee of £500 is required to confirm your provisional booking. This will be deducted from your account balance. Confirmation of the booking will then be made in writing by the Hotel.

Payments

Twelve months before the date of your wedding, you will be required to make a further payment of £1000. Additionally, six months before the date of your wedding, you will be required to make a further payment of £1000. Your final account will then be sent to you four weeks before the date of your wedding, requesting full payment **no later than 14 days before** your wedding date. Late payments may incur an additional charge. We regret that we are unable to accept payment by cheque for payments made less than 14 days before your wedding date. Any extras incurred are to be settled on the day of the event. All payments will be confirmed in writing.

Price guarantee

All prices are current and inclusive of VAT, unless otherwise stated. Whilst every effort will be made to maintain current prices, they may be subject to alteration at management discretion, without prior notice. Where prices have yet to be set in respect of the date of your wedding, any bookings confirmed will be subject to the knowledge that annual increases may apply.

Minimum numbers

We reserve the right to set minimum numbers for certain dates. Where minimum numbers apply, you will be required to select a drinks package and wedding breakfast for the specified number of daytime guests and an evening buffet or hog roast for the specified number of evening guests.

On these dates weddings must comply with the minimum requirements and payment for this number will still be required where numbers fall below. Final numbers must be confirmed with the Hotel at least 14 days prior to the wedding date. We regret that any shortfall in numbers less than 14 days prior to your event will result in full payment being charged. Refunds will not be given for guests that do not attend. Additionally, for New Year's Eve bookings, all bedrooms will need to be paid for as part of the booking.

Food and Beverage

Evening buffets / hog roasts must be ordered for the total number of guests attending the evening function. No outside catering is permitted at the Hotel. All alcoholic beverages brought onto our premises are subject to a corkage charge.

Corkage

Weddings will be permitted to supply their own wines subject to the provision of a minimum quantity of bottles being provided. The minimum requirements are for a sparkling wine (or agreed equivalent) to be supplied (min 1 glass per guest) for arrival drink or post-ceremony, at least 2 glasses of wine per guest for the wedding breakfast and 1 glass per guest of sparkling wine/champagne (or agreed equivalent) for the toast. Where the number of bottles supplied falls below the minimum requirements, corkage will be charged at the minimum rates.

Children

Children under the age of eight years will be charged per head. Where an all-inclusive wedding package is chosen, two children (under the age of eight years) will equate to one adult place. We regret that no discount can be offered for children in respect of the evening refreshments.

Photographs

We reserve the right to use any photographs we take of your wedding or your guests in our publicity material or on our website.

Special Requirements

It is the client's responsibility to inform the hotel prior to the event, of any special dietary requirements or food allergies of any of the wedding guests. Glen-Yr-Afon House Hotel and Clarkes Restaurant makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff on the severity of food allergies. However, there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Customers concerned with food allergies need to be aware of this risk. Any wheelchair accessibility requirements must also be notified to the Hotel in advance of the wedding.

Accommodation

It is the responsibility of the client, at the time of confirming the booking to enquire about room availability and request a number of bedrooms to be reserved for wedding guests. Priority for guest rooms will be given to the wedding party of the day. Individual guests must confirm their reservation and pay a non-returnable deposit of £50.00 per room per night. Rooms will be released twelve weeks prior to the wedding date if not confirmed with a name, deposit and payment details.

Exclusive use of all 27 bedrooms (where available), will require a non-refundable deposit of £50.00 per room to be paid at the same time the interim payment is sought ie six months before the wedding.

Smoking

We operate a strict no-smoking policy throughout the building. Smoking is permitted outside in the smoking shelter only, where ashtrays are provided. If ashtrays are not used, an extra charge may be levied to the Bridal party for the cleaning up of cigarette butts. It is against the law to smoke in a public building. Out of fairness to the next guest and to maintain our integrity as a clean and non-smoking establishment, we do not permit smoking in any of our bedrooms. It is usual for us to charge an extra night's accommodation if we feel we cannot re-let a room which smells of smoke after departure.

Damage

The client is responsible to the Hotel for any damages caused by the client or their guests or agents.

Entertainment

We require a copy of valid public liability insurance for any sub –contractor i.e. entertainment arranged by yourselves. Failure to provide a copy in advance of your wedding date, may result in access being denied.

Cancellation - *By the client*

In the event of the client's cancellation of the wedding, the following charges will apply

- Cancellations over 1 years notice - deposit retained by hotel
- 10- 12 calendar months – deposit plus 50% of the estimated cost
- 7-9 calendar months – deposit plus 75% of the estimated cost
- 3-6 months notice – deposit plus 85% of anticipated charges
- less than three months notice - 100% of anticipated charges

Cancellations can only be accepted by the principle party that made the original booking and only when accompanied by written confirmation

By the hotel - The hotel may cancel the reservation if:

- i) The hotel or any part of it is closed due to circumstances outside it's control
- ii) If the booking may prejudice the reputation or cause damage to the hotel.

In such an event the hotel will refund any advance payment (including deposit) but will have no further liability. The Hotel shall not be liable for any breach of this contract caused by any event or matter beyond its control including strikes, labour disputes, fire, riot, flood, global pandemics, war and including any other matter in the opinion of the Hotel proving impossible the performance of the contract but not being limited to matters listed here.

Check out

Check out is 10:30 a.m. Late check out will result in additional charges.

Insurance

You are advised to arrange your own insurance cover for the event in order to mitigate your loss in the event of cancellation, illness etc.

Please sign and date one copy and retain the second copy for your records

Signed..... Date