

Date 4.10.12

Dear ,

Re: Your Forthcoming Wedding.

I am pleased to confirm that subject only to the duplicate of this letter being signed the reservation of this hotel for your, Wedding Reception, Wedding Breakfast and Evening Wedding Reception on Saturday 7th.

I apologize for having to introduce an element of red tape into what will undoubtedly prove to be a relaxed and informal occasion but it is in your interest as well as ours to set out our terms and conditions now so that any misunderstandings at a later stage can be avoided. I would therefore like you to read through and consider what follows very carefully. If you are happy with all that is stated then I would invite you to both sign and date the duplicate copy and return it here. The top copy of the letter is for you to retain. Payment of the initial deposit of £500 by way of credit card is hereby acknowledged.

Booking Terms and Conditions

1. Anticipated Charges – these are as shown on the attached sheet the duplicate of which please sign and return.

2. It is an agreed term of the booking that you take all 11 rooms at the hotel on the night of the wedding at a total cost of £1,595.50 and the Honeymoon Suite being £300. It is acknowledged that invariably the guests pay for their own accommodation but in the event of a no show, the guest or guests refusing to pay or quite simply all rooms not being needed on the night the hotel will look to you to pay the amount outstanding when checking out on the following day.

3. Cancellation by you:-

June 2014 is hereby confirmed.

(i) At no time will the deposit be refunded unless the cancellation is by the hotel in which event the provisions of Clause 4 below shall apply.

(ii) For a cancellation received 3 months or more from the proposed date the fee is 50% of anticipated charges

(iii) For a cancellation received within 3 month of the proposed date the fee is 75% of anticipated charges

(iv) For a cancellation received within 1 month of the proposed date the fee is 100% of anticipated charges.

(v) Any notification of cancellation must be in writing and sent to us by recorded delivery mail.

4. Cancellation by the Hotel – The Hotel may cancel if:-

(i) The hotel or any part of it is closed due to circumstances beyond the management's control.

(ii) The Bride and Groom or either of them become bankrupt or enter into an arrangement with creditors

(iii) The payments set out below are more than 14 days overdue.

(iv) The Bride and Groom are more than 14 days overdue in supplying the Final Details referred to in Clause 6 below.

In the event of cancellation in circumstances set out in (i), or (ii) above the Hotel will refund any advanced payment, including the initial £1,000 deposit, but will have no further liability. In the event of cancellation in circumstances set out in (iii) and (iv) above no refund will be made.

5. Payment

(i) 50% of the anticipated charges - less the £1,000 deposit - to be paid 3 months prior to the event

(ii) The balance to be paid 4 weeks before the event

(iii) A final sundries bill is payable on the day and credit card details as a guaranteed method of payment will be required on arrival.

(iv) All charges are inclusive of VAT.

(v) The management reserves the right to increase the Anticipated

Charges by the cost of living index published from time to time by H M Government as applicable to the period from the first anniversary of the date of this letter to the date of the wedding

6. Accommodation

(i) Check in time is 2.00 p.m. and check out time is 11.00 a.m. Earlier check in or later check out is subject to the management's discretion.

(ii) Only the Bride and Groom are able to nominate particular bedrooms. Once nominated the availability of those rooms will be guaranteed. In the event of a no show by the guest the Bride and Groom will remain liable for the charge.

(iii) Any guest requiring to stay prior to or post the event will be subject to availability, will be at the Hotel's published rack rate and, in the event of a stay over post the event, may be subject to a room transfer.

(iv) The room charges for the day of the wedding shall be in accordance with those set out on the hotel's website and not as may be quoted from time to time on the internet and are applicable to the day of the wedding only.

7. Final Details - Not more than 8 but not less than 5 weeks prior to the event the under mentioned details must be supplied to enable us to prepare and issue a final events synopsis and an invoice for the final payment:-

(i) Final numbers

(ii) Final choices if food and beverage packages are to be changed

(iii) List of required rooms – unless already nominated

(iv) Table plans

When such final details are supplied it will be at a meeting to be held at the hotel when the procedural timing of the day's events will be discussed and minutiae agreed. No allowance shall be made if the final numbers are reduced after the Final Details meeting has taken place.

8. Miscellaneous

(i) To avoid confusion the Hotel requires contact with either one of you only on matters which relate to co-ordination, rather than with/from members of your respective families.

(ii) Only food and beverage which has been purchased directly from the hotel may be consumed on the premises. Any alcoholic beverage found to be consumed which has not been purchased from the hotel will be charged for at the hotel's published rates.

(iii) You have already been provided with details of our food and drink packages and these may be changed once at any time up to and including the final Details Meeting above referred to .

For the moment the Anticipated Charges have been based on the most economical of the options. Also no mention has been made of canapés which are very popular served with opening

drinks. A list of these has been posted on our website and can be discussed/included at the Final Details Meeting.

(iv) The arrangement of entertainment, flowers, transport, Minister, Registrar, wedding cake, place cards and photographs is solely the responsibility of the Bride and Groom. The Hotel will gladly provide contact names and numbers of professionals it currently works with but will at no time accept liability should the Hotel arrange such services or any of them on behalf of the wedding party. It is inevitably wise to book required services as far ahead as possible e.g. musicians to avoid disappointment.

(v) The Hotel's policy on all types of confetti or wedding rice is that it does not permit use of these items within the hotel grounds or interior. Should this policy be contravened then the Hotel reserves the right to recover the cost of removal.

(vi) The Hotel does not accept responsibility for informing the Bride and Groom or guests of any events out with the Hotel.

(vii) Should the number of rooms we have available (1 honeymoon suite and 11 other rooms) be insufficient for your purposes then the hotel has an arrangement with Menzies Hotel in Irvine (4 star and 123 rooms) whereby rooms are charged at a maximum of £65.

(viii) The Bride and Groom will be liable for the cost of repairs carried out or replacements of objects required as a result of damage caused to any part of the Hotel, to its furniture, contents and fittings by the negligence, willful act or default of any person forming part of the wedding party or invited either by the Bride and Groom or by one of the wedding party.

(ix) A wedding was held here recently where the bride arranged to have white seat covers and bows on all the chairs which looked absolutely stunning. Should you be interested in this please let us know.

(x) A list of suppliers is also enclosed. There is no obligation to use any of them. It is simply that over time the firms or individuals mentioned have shown themselves to be competent, reliable and value for money.

With kind regards

Graham Conrathe – Owner and Manager

We hereby accept the above terms and conditions

Date