

# *Booking Information 2009*

We will hold a provisional booking for you for up to 2 weeks, after this period a deposit of £850.00 is required together with the completed booking form and signed terms and conditions. This deposit will be deducted from your final invoice.

## **Charges:**

A facility fee of £350.00 will be charged for the civil ceremony.

This includes use of either the Gazebo Lawn or Princes Suite. 30 White Bistro style chairs are available for use on the lawn; we can arrange extra bistro chairs or different style chairs for you at an additional hire cost.

The hire charge for our Princes Suite is £850.00 which includes white linen, napkins and associated services.

For evening functions on Sunday-Friday there is a hire charge of £450.00 for the Princes Suite. On Saturdays from April-October the hire charge is £850.00

The Toastmaster Service can be arranged for you.  
Mr Ron Guest has been a regular choice and he charges £275.00

Your Food & Beverage requirements are priced as per the Packages.  
Please feel free to enquire if there are any personal requirements that you may have.

Account facilities can be arranged for your guest's drinks during the day and evening.  
This is set up with a payment in advance; unused credit would be refunded to you.

We are able to put you in contact with any other services from our list or companies that have been to us before. This includes Spotlight Entertainment Services, Sevenoaks Florist, Vehicle Hire, Room Decorators, Photographers, Chair Cover Hire, Cake Makers, Clothing Specialists and Musicians.

## **Booking Conditions:**

On a Saturday the minimum size group is 60 guests for a meal and evening buffet and 80 guests if a meal only is required.

On Sunday-Friday minimum numbers may apply depending on date, please enquire for further information.

Food & Drink Requirements must be pre-ordered and minimum quantities adhered to.

The enclosed prices may be subject to variation due to changes in market prices.  
All prices include VAT @ 17.5% Any additional charges will be kept to a minimum.

## **Accommodation:**

A Local Accommodation & Transport Guide is also available to assist you with alternative arrangements.

**Hever Castle Golf Club does not deal with the booking of any accommodation, please ensure that you check availability with your chosen hotel/venue prior to booking your wedding day.**