



HEVER
CASTLE
GOLF CLUB

WEDDING RECEPTION BOOKING FORM

Please complete the following sections of this form, including the signed terms and conditions on the reverse, and return it together with your deposit to: Hever Castle Golf Club Ltd, Hever, Kent, TN8 7NP e-mail: events@hevercastlegolfclub.co.uk Telephone: 01732 701003

CLIENT DETAILS

Bride's Full Name:

Bride's Date of Birth: Bride's Nationality:

Groom's Full Name:

Groom's Date of Birth: Groom's Nationality:

Bride's Parents Full Names:

Groom's Parents Full Names:

Bride & Groom's Contact Address:

.....

.....

Telephone Numbers:-

Daytime:..... Evening:.....

Mobile:..... email:.....

RECEPTION DETAILS

Date of Reception:

Civil Ceremony: Yes / No (if yes please note time required).....

(Please note there is a charge of £350.00 inclusive of VAT)

If no please advise time and place of ceremony.....

Toastmaster: Please book Ron Guest at a cost of £275.00 for the day. Yes / No (please circle)

Evening Entertainment: Please send us information on Spotlight. Yes / No (please circle)

CATERING (please provide approximate numbers)

Numbers daytime: - Adults..... Children..... Evening.....

Special Dietary Requirements

(i.e. vegetarians, allergies):

Cake Stand & Knife required Yes / No (free of charge)

Hever Castle Golf Club Booking Terms and Conditions

1) Deposits

All of the following invoices will be calculated on the anticipated final revenue of the Room Hire, food and/or Conference Delegate Rates and any other costs confirmed at that time. All deposit invoices, excluding wedding functions which must settle immediately, must be settled no later than **Two weeks** before the date of the event. Hever Castle Golf Club Ltd reserves the right to cancel the booking if payment is not received by the due date. Should this occur cancellation charges will then apply.

i) **Weddings:** a non-refundable deposit invoice for £850 on confirmation of booking.

2) Final Invoices

Any outstanding amount should be settled on the day, or final day of the event, unless written permission is obtained prior to the event.

3) Cancellation

In the event of cancellation, howsoever caused, the following charges will be applied:

- a) Up to **90** days prior to arrival.....Nil* (*Weddings - £850 minimum)
- b) Between **89** and **40** days prior to arrival.....50%
- c) Between **39** and **20** days prior to arrival.....75%
- d) Less than **20** days prior to arrival.....100%

Cancellation charges will be calculated on the anticipated final revenue of the Room Hire, Food and/or Conference Delegate Rates plus any other costs incurred by Hever Castle Golf Club Ltd relating to the event confirmed at the time of cancellation. Every effort will be made to re-let all or part of the facilities, in which event cancellation charges will be refunded in part, or full, as appropriate.

4) Final Numbers

The final number of guests must be notified to Hever Castle Golf Club, in writing, at least **five** clear working days before the event. This will be the minimum final chargeable number should the group subsequently decrease in size.

5) Menu and Wine Requirements

Clients or their Agents should notify, to the Golf Club Office, the menu and wine requirements at least **14 days** prior to the event. There is not an A La Carte service available for group reservations, and it is therefore required that all guests take the same menu. Vegetarian or special dietary requirements will be catered for as necessary, provided adequate advance notice is given. Drinks may be obtained from the bar on a cash basis or by use of a credit facility, which must be arranged and confirmed in writing prior to the event, with full settlement made on the day.

6) Guest Property

Hever Castle Golf Club Ltd cannot accept any responsibility for loss or damage to guest's property, however caused.

The Booking Terms and Conditions should be read carefully, signed and returned as final confirmation of your reservation. Until such time your booking will remain provisional and Hever Castle Golf Club Ltd reserve the right to cancel your booking without prior notice.

Please complete this form and return along with your booking deposit of £850 to the Hever Castle Golf Club Office, Hever, Kent TN8 7NP, as your acceptance and understanding of the above Terms and Conditions. Cheques should be made payable to Hever Castle Golf Club Ltd., or see below for credit card payments.

Name.....
 Address.....

 Signature.....
 Date

Card details (applicable for card payments only)
 NB. 2% Fee is applied to Credit Card payments. No Fee is applied to Debit Cards

Cardholder Name

Card Number

Type of Card

Expiry date: ___/___ Verification No. _____ Switch Issue No. _____

Signed Date:.....