

The Headland wedding terms and conditions

Booking

A provisional booking can be held for 14 days, pending the arrival of written confirmation, together with a non-refundable deposit to secure your reservation. Deposit required: up to 50 guests £300, over 50 guests £600. At the time of sending the deposit, you must confirm the time booked with the Registrar for the ceremony if you are getting married in the hotel, or the Vicar, if getting married in a Church. The acceptance of the booking will depend on the time of the ceremony.

Please note that a minimum of 60 guests are required for Saturday weddings. We regret evening receptions cannot be hosted at The Headland during late July or throughout August.

Confirmation

At least one month prior to the wedding day the hotel will require final details. Upon receipt of this an estimate will be prepared and full payment will be required 14 days prior to the event. Credit terms are not available. The final attendance number must reach the hotel 72 hours prior to the day, this number will be charged in full, or greater if the numbers should increase.

Licences

The hotel has been licensed as a venue for civil marriages since 1995. The hotel has a full liquor licence and is also licensed for public entertainment for up to 190 guests. Evening entertainment must finish by midnight and the bar will close at this time. An application for extensions or variations to the licences will incur an additional charge.

Food and drink

The hotel reserves the right to supply whatever food, drink or services may be required, except in the pre-arranged case of wedding cakes. Wedding cakes cannot be used as dessert but can be served with your evening buffet. *The import of client's food and drink is not an option, and corkage arrangements are not available.*

Client's responsibility

The Client shall be responsible for the behaviour of their guests and any damage to hotel property, or theft from the Hotel, by any guest attending the wedding celebrations; this includes cigarette burn damage and water damage.

Accommodation

Subject to a minimum number of 50 adults attending the reception and wedding breakfast, free overnight accommodation is offered for the bride and groom in a Headland sea view ensuite room, with buffet breakfast included. Throughout the year a 10% discount is offered on Headland and Budget accommodation only, for family and friends, but during peak periods a limited number of rooms will be available.

Supplements and extra charges

If the numbers attending your wedding breakfast are 60 adults or less, then a £300 supplement will be incurred for the main restaurant. If you do not have your wedding ceremony at the hotel and/or your evening buffet is less than £14 per head, then a supplement of £300 will be incurred for the Ballroom. For late amendments, e.g. changing the table plan, a charge will be made to cover secretarial costs.

Cancellation

Any cancellation, postponement or significant change in arrangements must be confirmed in writing.

- a) Deposits are non-refundable
- b) Within six months the Client will be liable for 60% of the tariff for the facilities booked if the date is not re-let
- c) Within one month or less the Client shall be liable for 90% of the anticipated facilities booked

Validity of prices

Information in these pages is expected to remain valid until the date shown on each page. Prices quoted may vary due to changes in legislation or other reasons outside the Hotel's control. E&EO

The details outlined on our template form the basis for your wedding at The Headland.

Valid until 31 December 2008

Signature

Date

Print name

Date of wedding

How did you hear of The Headland?

Do you have any special requests you would like us to contact you about?

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