



Terms and Conditions of Banquet, Wedding and Function Bookings

1. All bookings must be confirmed in writing, with an outline of the wedding or civil partnership details (i.e. date, number of guests anticipated for day and evening, Church or Civil wedding) together with an initial deposit of £1000.00. This deposit is to be paid by Cheque, Bankers Draft or BACS transfer. This deposit will be non refundable in the event of a cancellation. PLEASE NOTE THE ADDITIONAL CHARGES RELATING TO CANCELLATION BELOW.
2. A meeting will be required to discuss all aspects of the wedding. This should be at least 4 months prior to the date. A confirmation of all details relating to the event will be provided by the Castle in duplicate. The 2nd/white copy should be signed and returned to the Castle (as soon as possible after the meeting) as your acknowledgement of receipt and confirmation that the content of that letter is correct and accurate at that time. Amendments to those details can be made at anytime up to 1 month prior to the wedding.
3. An update on the estimated numbers attending the event, should be notified to the Castle, 28 days prior to the event, and this number should not be less than 90 percent of that originally booked. Final Numbers, the minimum which will be charged, should be supplied to the Castle 3 days prior to the event.
4. An additional payment will be required, so that, 14 days prior to the event, the full anticipated value of the event will be paid. This payment is to be made by Cheque, Bankers Draft or BACS transfer. Any Credit Card transactions will be subject to a handling fee.
5. On conclusion of the event, a complete and detailed account itemising the full value of all payments made (including the deposit), all charges incurred and any outstanding balance, will be prepared. Should the sum of payments made exceed the actual value of the function, a refund of the balance will be made on departure. If there is an outstanding balance this sum should be paid in full on departure.
6. Bio-degradeable Confetti may be thrown on the lawn. However, confetti may NOT be thrown within the Castle or on the car park areas. Foil confetti/ Bombs are not permitted – a cleaning charge of £150 will be applied to the wedding account in the event of these items being used by guests
7. Damage: The Client is responsible to HML Ltd T/A Langley Castle Hotel for any damage caused by the client or his/her guests, agents, employees etc.
8. For all Saturday Weddings held at Langley Castle Hotel, there must be a guaranteed minimum of 70 adult guests attending the main reception. On a Friday or a Sunday a guaranteed minimum of 50 adult guests must attend the main reception. Smaller wedding (2 – 48) may be accommodated midweek (Monday – Thursday). However, if an Evening Reception is required there must be a guaranteed minimum of 50 adult guests attending the main day time reception.
9. The latest service of a wedding meal held in the Stuart Suite is 5.00 p.m., while the latest service of a wedding meal in the Restaurant is 3.30 p.m.
10. Whilst all the prices detailed are for the period 1st April 2011 until 31st March 2012, all prices from the date of any quotation are guaranteed for a period of three months, after which point, they may be subject to revision and review.

11. On receipt of confirmation & deposit for any wedding, we will reserve all available accommodations for the one night of the wedding. All accommodations reserved will be the responsibility of the function organiser until the accommodation is confirmed. A deposit of £50.00 per room is required to confirm each individual room, which must be received 4 months prior to the event. Any accommodation that remains unconfirmed without a £50.00 deposit, 3 months prior to the event will be subject to cancellation.

12. If a function is cancelled, the initial deposit of £1000.00 will be forfeit in its entirety and the following charges will be applicable.

In the event of a cancellation:

- 28-20 weeks prior to the function 30% of the estimated value of the function will be forfeit
- 19-12 weeks prior to the function 50% of the estimated value of the function will be forfeit
- 12 weeks or fewer prior to the function 80% of the estimated value of the function will be forfeit

WE STRONGLY ADVISE YOU TO TAKE OUT YOUR OWN INSURANCE POLICY, TO COVER AGAINST THE EVENTUALITY OF CANCELLATION.(application forms for Wedding Insurance cover with “Event Insurance Services Ltd” are available from the Castle) Please Note: Langley Castle is an adult environment and all Children attending a function must receive suitable