

## BOOKING ARRANGEMENTS FOR YOUR WEDDING

1. In order to secure your date and allow us to make appropriate arrangements, we would ask for a non-refundable deposit of £500.00, which will be deducted from the final account. In turn we will then issue confirmation, along with a letter of agreement, which must be signed and returned to us within 7 days.
2. Approximately 3/4 months prior to the wedding we would like to discuss final details.
3. 4 weeks prior to the wedding, a pro-forma invoice will be forwarded to you and we would request that 100% of the estimated account is settled at least 3 weeks prior to the day. If final planning has by any chance not taken place at the point of 6 weeks prior, then the invoice will be based on contracted and agreed numbers and information.  
Payments made to the hotel can either be made by: (a) cheque (b) debit card (c) credit card with 1.18% surcharge, (d) electronic transfer. Our preferred method of accepting payment is via electronic transfer. Our events dept. will be able to provide account number and sort code.  
For info please email [events@green-hotel.com](mailto:events@green-hotel.com)
4. Two weeks prior to the wedding, we request proposed final numbers and table plan.
5. Any additional aspects incurred in subsequent planning or on the day itself require to be fully settled on departure on the morning following the occasion. In the event that there is, for example, a late and unexpected drop in final numbers our Accounts Dept. will process any refund within 14 days.
6. The final numbers attending a wedding should be given two days before the event. This will be the number charged to the account, unless there is a subsequent increase.
7. Receipt of a deposit constitutes a binding contract between hotel and client, as laid down in hotel policy.
8. Tariffs commence on 1 April each year running for one year ahead. These prices prevail for any event happening in that particular year. In general terms only a change in government tax (VAT) would affect these, although we reserve the right to increase with, of course, prior notification. Put into context, this would be a rare event. Any forthcoming event booked in advance but coming within a particular forthcoming year should take account of potential increases and the likelihood of these can be indicated at the time of booking.
9. Initial deposits and main account settlements via credit card incur a surcharge of 1.18%.
10. In the unfortunate event that circumstances arise which necessitate a client cancelling a wedding that is confirmed to be held at The Green, our cancellation policy is as per our Hotel Policy and as such, both initial deposits and pre-payments are non-refundable. Please ask us if you would like to obtain a routine copy of our Hotel Policy for referral. We recommend that wedding insurance be considered for all weddings at The Green.
11. We will not be held responsible for any personal items lost after a wedding, or for any wedding accessories left at the properties after a wedding, unless the items have been given to a member of staff for safe keeping with their agreement, or we have agreed by prior arrangement to store certain items.
12. We are very happy to offer the facility to sample your chosen menu prior to the wedding itself. The menu will be charged per person at 4 covers minimum at the actual menu price specified in this pack.
13. Our published prices for weddings have no applied service charges, and guests therefore often ask us about gratuities. For the avoidance of doubt, we do of course happily accept donations into the brigade gratuity fund, with all proceeds being divided twice yearly and equally between all members of staff. Donations are entirely at the discretion of the client.
14. Guests are asked to remember that The Green is a historic building, and to therefore treat the house with due consideration. You will be responsible for the orderly conduct of your guests and shall ensure the house is in no way jeopardised. The Green reserves the right to withdraw any bar facility, if necessary.

The Green Hotel Golf and Leisure Resort

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