

*The*  
**MANSEFIELD**  
**HOTEL**  
Wedding Contract

Thank you for choosing the Mansefield Hotel as your Wedding Venue.

We ask that all couples read and agree to the below terms and conditions by returning a signed copy to us, we will then countersign and return a copy to yourself.

#### Bookings

1. A provisional date can be reserved in person or by contacting the hotel directly. Dates will be held for 14 days, to confirm your date we require a signed copy of the booking form and deposit payment. If we do not receive this within 14 days your date will no longer be reserved.  
A deposit payment of £1000.00 is required for all wedding bookings  
Please note, all booking fees and deposits are non-refundable or transferable in the event of any cancellations.
2. The Hotel operates a minimum number policy. If the number of guests is less than the below noted minimum numbers, a service charge will apply of 50% of the meal price per guest will be added to your bill.  
Friday: 40 Adult Guests  
Saturday: 55 Adult Guests  
Minimum numbers are subject to flexibility on bookings made within 4 months of the function date. These will be looked at on an individual basis. On the occasion that your Wedding Date is Sunday - Thursday, management will advise minimum number charge.
3. In the event that a Wedding Meal is not required, a room hire charge will apply dependant on your chosen date, numbers, and buffet requirements. This will be agreed at the time of the booking enquiry.

#### Payment Terms

1. A pre-payment of 50% of your estimated final bill is due 12 weeks before the wedding. The remaining balance is to be paid 6 weeks prior to your wedding day.  
Payments are accepted in: Cash, Debit Card, Credit Card, Cheque and Bank Transfer

#### Wedding Details

1. 6 months prior to your Wedding, you will be invited in for a Menu Tasting & Intermediate Meeting, at this meeting you will confirm your chosen menu.  
A minimum dining option of 3 Courses applied to all Weddings at the Mansefield Hotel.
2. An update on guest numbers, pre-order choices and seating arrangements must be provided to the Mansefield Hotel no later than 10 days prior to your Wedding.  
The hotel will provide you with a Planner to complete these details.
  - a. Any amendments to the table plan and guest choices within the 10 days will result in an admin charge.
3. Ceremonies are to be held between 1pm and 2.30pm, unless otherwise agreed with Hotel Management.
4. Wedding Meals will be served no later than 5.30pm. Your guests will be invited into their seats for 4.30pm, with Speeches to start before the meal.
5. Children attending weddings should remain under parental / guardian control.

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#### Hotel Terms

1. The Mansefield Hotel reserve the right to carry out any upgrades or make amendments to its facilities without consulting clients.
2. The client is responsible for any damage caused to the property, contents or grounds by them or any of their guests attending the event and damage costs will be agreed prior to being invoiced to the client
3. The Hotel accepts no responsibility for any damages caused to guest vehicles or belongings howsoever caused.
4. All entertainment must finish by 12.00am
5. Alcohol Miniatures are permitted as a use of guest favours at 5cl only, at one per guest.
6. The Mansefield Hotel does not hold any responsibility for the assembly of wedding cakes. Cakes are available to be delivered & set up from the morning of your Wedding. Complimentary Cake Stands & Knife are available for use from the Hotel.
7. Any items brought into the hotel for your special day, i.e. Guest Book/Decorations, table plans etc must be collected the morning after the event.  
The hotel will not take responsibility for any items uncollected after this time.
8. Confetti is not allowed within the Hotel itself but can be used on the grounds away from the entrance to the hotel. Confetti used must be bio-degradable.  
Confetti Cannons are not permitted. A 'Clean up' Charge will be added to the final wedding bill in the event of Confetti being used.

#### License

1. Our licence allows the sale of alcohol until 12.00am.
2. The Hotel is licensed for up to 375 evening guests.
3. Proof of age will be required by bar staff if any guests appear under legal drinking age, we reserve the right to refuse service to any person at the bar who is deemed to have consumed excess alcohol or is abusive in any way.
4. In the event that the bar is not required or there is no evening reception, however the room is still required past 7.00pm, a room hire charge will apply (min £750.00)
5. Residents Bar available upon prior request
6. We operate a strict alcohol policy and no beverage of any kind which has not been purchased on hotel premises will be permitted in hotel public areas of grounds by the client or any of the client's guests unless it has been previously agreed in writing by the Hotel. We reserve the right to add agreed charges for any clause referring to licencing and beverage.
7. We do not offer a corkage service

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### Accommodation Bookings

1. Accommodation can be held for allocation on request.  
If any held rooms are not allocated 28 days prior to your Wedding will be chargeable and added to the final bill.  
We recommend encouraging your guests to book in advance, and they will receive a discounted rate when booking the hotel direct.  
Complimentary Accommodation Slips are available to be provided with your Wedding Booking

### Cancellation

1. The Hotel may cancel or terminate the event in the case of the following circumstances:
  - a. The Hotel has reason to believe the booking may prejudice the reputation of the hotel
  - b. The contract has not been signed & returned
  - c. The hotel facilities change or alter due to maintenance & repair in unforeseen circumstances
2. Should you decide to Cancel, the wedding couple must advise the hotel on all cancellations in writing. In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, please be advised you will automatically forfeit your deposit and all monies paid in advance.

We strongly suggest that you consider a wedding insurance policy, to cover you and your loved ones for eventuality.

3. The below fees will be charged to the client based on the details provided by the client on the booking form and in reflection of the below timescale:

Cancellation 9-12 months prior to wedding:	Payment due: 20% of estimate amount
Cancellation 6-9 months prior to wedding:	Payment due: 30% of estimate amount
Cancellation 4-6 months prior to wedding:	Payment due: 50% of estimate amount
Cancellation less than 4 months prior to wedding:	Payment due: 75% of estimate amount
Cancellation less than 12 weeks prior to wedding:	Payment due: 90% of estimate amount
Cancellation less than 1 weeks prior to wedding:	Payment due: 100% of estimate amount

Postponement of date requests are to be discussed directly with Hotel Management and they will advise any charges at time of request.

A booking form and a signed copy of the Wedding Contract will be considered as the client's agreement to the terms and conditions outlined above.

Please return both copies signed, a countersigned copy will be returned to you for your records.

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We have read and agree to the terms and conditions stated within The Mansefield Hotel Wedding Contract.

Wedding Participants

Date of Wedding

Date / Month / Year

Ceremony at Hotel

Yes / No

Daytime Meal Guests

X

Additional Evening Guests

X

Print Partner 1's Name

X

Inc. Title

Partner 1's Signature

Print Partner 2's Name

X

Inc. Title

Partner 2's Signature

Home Address

Postcode

Deposit Amount Received

£

Date Paid

DD/MM/YYYY:

The MANSEFIELD HOTEL Management

Signature

Print Name

Please complete the below form, signed terms & conditions with your non-refundable booking fee of £1000.00 to confirm your date. Once received, the hotel will confirm your day in writing.

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Wedding Participants

First Name

Last Name

First Name

Last Name

Wedding Information

Date of Wedding

Ceremony at Hotel

Daytime Meal Guests

Additional Evening Guests

Contact Information

Contact Number(s)

Email Address

Person Responsible for Settling Wedding Account

Contact Number(s)

Deposit Payment Method

I agree I have read, understood, and abide by the terms and conditions of The Mansefield Hotel.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date