

TERMS & CONDITIONS

The Morritt Arms Hotel
Standard Terms & Conditions for Wedding & Wedding Reception Bookings

The Morritt Arms Hotel asks clients to be aware that **Wedding Bookings** are conducted on the basis of the following Terms & Conditions

1) Confirmations

A provisional booking for the date of your choice will be held for a maximum of 3 weeks. After 3 weeks The Morritt Arms Hotel requires confirmation of the booking, the estimated number of guests attending the Wedding Reception and a non-refundable deposit of £500.00. At this stage, the client must sign The Morritt Arms Hotel's Terms & Conditions for Wedding Bookings. **Bookings are only guaranteed on receipt of the deposit and signed Terms & Conditions Form.**

2) Payments

The client must make a formal appointment for no less than 3 months before the wedding to discuss all details and requirements. After this appointment a pro-forma invoice based on your requirements, but not including accommodation, will be issued. Payment in full of this invoice must be received no less than 21 days prior to the wedding. On the wedding day a final invoice will be issued for any outstanding balance. Payment in full of this final invoice must be received within 7 days. All monies paid as deposit or balance are non-refundable and cannot be transferred to other parts of the function e.g. drinks or accommodation.

Payments can be made in cash, Debit card or by cheque. All cheques should be made out to **The Morritt Arms Hotel**. Please note that The Morritt Arms Hotel requires a minimum of 7 working days to process personal cheques as payment.

Should you wish to pay the balance by Credit Card a surcharge of 2.5% will be added to the final bill. Please note – we do not accept American Express or Diners.

3) Exclusive Use

The client will have exclusive use of the function rooms that they have booked. Other clients may be using facilities and other function rooms at The Morritt Arms Hotel throughout or for part of the duration of the wedding ceremony, wedding breakfast or evening celebrations.

4) Cancellations

Should you have to cancel your booking, a charge may be made, calculated as a percentage of the total booking value at the time of cancellation, according to the scale highlighted below:

- ◆ Cancellation period 6-12 months before the wedding 30%
- ◆ Cancellation period 3-6 months before the wedding 50%
- ◆ Cancellation period 1-3 months before the wedding 75%
- ◆ Cancellation period 1 month before the wedding 100%

All cancellations should be confirmed, in writing by the client, to The Morritt Arms Hotel. Cancellation will be effective for the date of receipt of the written notification. Any costs incurred for a particular event, that otherwise should not have incurred, will be charged in the event of cancellation unless The Morritt Arms Hotel is able to mitigate their loss.

5) Numbers

The Morritt Arms Hotel reserves the right to set a minimum number to be charged for the event. Approximate numbers must be confirmed in writing to The Morritt Arms Hotel at the time of booking. It is this figure, which will act as the minimum number of guests to be paid for or the minimum number specified by the Hotel, whichever is the greater. The client must give final number in writing to the Hotel at least 3 weeks before the wedding.

Minimum Numbers – not to incur Room Hire Charges (unless otherwise agreed in writing) – are:

	Daytime	Evening
Rokeby Room	20	20 (Does not include use of Rokeby Bar)
Garden Room	40	40
Gilroy's	50	Not available for Evening Receptions
Ballroom	80	120

Numbers quoted are for catered adult guests

6) Interest

Interest on overdue invoices shall accrue from the date when payment becomes due from the day to day until the date of payment, at a rate of 4% above Royal Bank of Scotland Base Rate from time to time in force and shall accrue at such a rate after, as well as before any judgement.

7) Damage

The Morrirt Arms Hotel is a Grade II Listed building. The client is responsible to The Morrirt Arms Hotel for the cost to make good any damages to any fixtures, furniture, buildings, outside areas or employees of The Morrirt Arms Hotel caused by themselves, their guests, agents, employees (this list is not restricted to those persons mentioned). It is advised that The Morrirt Arms Hotel will take whatever action it considers necessary to protect its property, contents, employees and/or agents if it considers that they are threatened in any way by the action of the client, its guests, entertainers, suppliers or contractors. It is emphasised that The Morrirt Arms Hotel will not accept any liability for any loss or damage that the client may suffer under these circumstances.

8) Corkage

The Morrirt Arms Hotel does not offer corkage. The client or their guests may not bring any wines or spirits into The Morrirt Arms Hotel for consumption on the premises.

9) Wedding Brochure Information

All information and prices on the brochure are correct at time of printing and are subject to change without prior notice. The Morrirt Arms Hotel cannot accept responsibility for any errors or omissions. All arrangements featured in this brochure are subject to availability.

10) VAT

All prices quoted include VAT, which is added at a rate of 17.5% unless otherwise stated.

11) Data Protection Act

Any information supplied to The Morrirt Arms Hotel is held in accordance with the Data Protection Act 1998 and may be used by The Morrirt Arms Hotel to keep you informed of special offers and promotions we believe may be of interest to you. We do not disclose personal information to any other organisation.

12) Licences

It is the client's responsibility to ensure that, where applicable, Performing Rights Society and Phonographic Performance Limited Forms are completed by any band or musicians employed by the customer. All discos, bands and musicians must have a current portable appliance test certificate.

13) Timings

Evening entertainment in The Ballroom will conclude at midnight and the bars will close half an hour later unless otherwise agreed and will be subject to an extra charge
Gilroy's Restaurant is to be vacated by 5.30pm unless otherwise agreed.

14) Failure to comply

The Morrirt Arms Hotel will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control included but not limited to fire, storm, explosion, flood, act of God, action of any Government or Governmental Agency, shortage of materials or goods, strike or lock-out.

15) Extra Information

Please also see the "Extra Information" at the end of our Banqueting Menus for further information regarding minimum numbers and room hire charges.

16) Accommodation

Once your booking has been confirmed, you may block-book (with reception) up to 15 hotel bedrooms. The rooms will be allocated by the hotel and will be a mixture of bedrooms – i.e. styles, location, pricing – and will be held until three months prior to the wedding date, at which point any unsecured rooms will be released. The rooms will be held with your wedding code on behalf of your guests. Your wedding code should be given to your guests in order for them to place their individual bookings.

Your guests can contact reception (with your wedding code) to make their individual booking(s), however a non-refundable/non-transferable deposit will be due at this point. In order for your guests to receive the room(s) of their choice, it is advisable that they book early to avoid disappointment.

All bedrooms are available from 3.00pm on the day of arrival and are to be vacated by 11.00am on the day of departure. There is the option of an "early check-in service," for which a charge will be levied – please see reception for further information.

Weddings - Terms & Conditions Signature Form - Client Copy

We have read, understood and accept the terms & conditions for weddings & wedding receptions:

Full Name of Bride: _____

Full Name of Groom: _____

Day & Date of Wedding: _____

Estimated Guest Numbers: Daytime - _____ Adults _____ Children (10 & under)

Evening - _____ (including Daytime Guests)

Address: _____

Post Code: _____ Telephone Number: _____

Client Signature (Bride & Groom): _____ / _____ Date: _____

For and on the behalf of The Morritt Arms Hotel:

Name: _____ Signature: _____ Date: _____

Weddings - Terms & Conditions Signature Form - The Morritt Copy

We have read, understood and accept the terms & conditions for weddings & wedding receptions:

Full Name of Bride: _____

Full Name of Groom: _____

Day & Date of Wedding: _____

Estimated Guest Numbers: Daytime - _____ Adults _____ Children (10 & under)

Evening - _____ (including Daytime Guests)

Address: _____

Post Code: _____ Telephone Number: _____

Client Signature (Bride & Groom): _____ / _____ Date: _____

For and on the behalf of The Morritt Arms Hotel:

Name: _____ Signature: _____ Date: _____

- ◆ Please complete and sign both copies.
- ◆ Once complete please return to The Morritt with your Confirmation Deposit (which is non-refundable/non-transferable)
 The Morritt Arms Hotel
 Greta Bridge, Near Barnard Castle
 County Durham, DL12 9SE
- ◆ The Client copy will be returned to you, with your Deposit Receipt.