



thelegacybottleighgrange
hotel&spa

Grange Road,
Hedge End,
Southampton,
Hampshire,
SO30 2GA

Tel: 0844 411 9050

Fax: 0844 411 9051

weddings-bottleighgrange@legacy-hotels.co.uk

To the happy couple

Thank you for considering us as a potential venue for your wedding and reception. The Legacy Botleigh Grange Hotel is a 17th century country house hotel and a perfect venue for your special day.

You will approach the hotel along our impressive driveway, before drawing up in front of our elegant house where we will be waiting to greet you both with a chilled glass of Champagne. To the rear of the property, the beautifully landscaped garden sweeps down to two lakes and a small woodland area, creating a splendid setting for your photographs.

Your wedding is a very special day for everyone and planning your wedding is an exciting time for you both to share. From the moment you make your first enquiry to the time you depart, we will ensure a seamless, professional service, meeting your every requirement, with high quality service and calm, friendly efficiency.

From small intimate gatherings with just a few close friends and family to something more lavish, our professional and experienced team will ensure your wedding day will be a memory to cherish in future years.

At The Legacy Botleigh Grange Hotel we are fully aware that your wedding day is special and we are more than happy to discuss your plans and provide expert guidance to assist with the preparation of the ideal wedding reception.

It is advisable to book as early as possible, as soon as you have set a date, particularly for Saturdays and the summer months. We would be delighted to offer any advice on catering, seating arrangements and anything else you may be unsure of for your wedding plans.

Should you require further assistance, please do not hesitate to contact us on 08444 119 050 or email weddings-bottleighgrange@legacy-hotels.co.uk.

Yours sincerely,

General Manager

Tel: 0844 411 9050

E-mail: weddings-bottleighgrange@legacy-hotels.co.uk



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booking your special day with us

Initially we suggest that you book an appointment with one of our experienced coordinators who will show you around the hotel, check availability for your chosen date and discuss your plans so far. We can also provisionally hold a date for you for 2 weeks.

If you decide that you want to spend your special day with us a deposit of £750 is required to confirm and secure your date. We will also send you a confirmation with all the details that we can both add to along the way, which we ask you to sign and return to us at your earliest convenience.

50% of your overall balance is due 6 months prior to your wedding date

Final payment and numbers are required 6 weeks prior to your wedding date

Minimum numbers for Saturdays in our Dining Room are 60 adults in peak season (1st April to 30th September)

Minimum numbers for Saturdays in the Millennium Suite are 100 adults in peak season

We are flexible on minimum numbers in our off peak period (October to March) and Sunday to Friday throughout the year.

If minimum numbers are not met the following Room hire charges will apply -

Dining Room - £450.00 Millennium - £750.00

Special Offers - 10% discount - Sunday to Friday - April to September

10% discount - Saturdays - October to March

15% discount - Sunday to Friday - October to March

These offers are subject to availability and exclude bank holidays. Discount applies to wedding packages only and does not apply to evening buffets, room hire charges or any optional extras.

Please note - any items that are omitted from our packages will not reflect in a reduction in price.

civil ceremonies

We can make your special day a dream by hosting the whole day for you under one roof. Let us take care of you and your guests, without the worries of travelling between venues, organising transport, and not being able to enjoy that celebratory drink.

A ceremony in our Cocktail lounge with its ornate ceiling and dark wood, provides a warm ambience for your perfect ceremony and seats up to 70 guests.

Our Millennium suite is a beautifully light room, with windows overlooking our gardens; it is a much larger room, which can accommodate up to 300 guests.

There is a £375.00 charge for civil ceremonies in the Cocktail Lounge, prices for the Millennium Suite are available at the time of booking. This does not include any registrar's charges. The Botleigh Grange is licensed by Winchester city council, the registrars may be contacted on 01962 869608 for more information.

Please contact the Sales office on **0844 411 9050** to discuss your plans further.

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MOPOSA

Create your *perfect* wedding

Here at Botleigh Grange Hotel we want your wedding day to be everything you hope for and more. That is why we provide you with complimentary access to Moposa – our award winning, online wedding service.

Moposa helps you Share more of the experience with your friends and family, Simplify the wedding planning process and Save time and money along the way.

Some of the complimentary Moposa tools include:

- Seating planner: Drag 'n' Drop guest names onto seats & see how the room will look.
- Photo & Video sharing: guests can upload full size photos and videos after the wedding
- Personalised, 'hand-drawn' maps of the hotel location and your ceremony venue
- A wedding website with your own personal '.com' URL
- Guestxt: send hundreds of text message to guests
- Guest list & RSVP manager
- Task list manager
- Budget planner

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theweddingpackages

silverpackage

Hire of your chosen Function Suite
Master of Ceremonies (Event Manager)
A glass of Champagne for Bride & Groom
Your choice of arrival drink
Three course wedding breakfast followed by coffee and mints
Free-flowing wine until the end of the main course
Sparkling wine for your toast drink
One disposable camera per table
Hire of Red carpet
White table linen
Standard Menus & Table Plan
Hire of silver Cake Stand & Knife
Complimentary Bridal suite with Champagne and chocolates
Complimentary Menu Tasting Evening
Complimentary stay on your first Anniversary
Special Accommodation Rates for your guests

2011 £82.00 per person

2012 £84.50 per person

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theweddingpackages.. (cont)

goldpackage

Hire of your chosen Function Suite
Master of Ceremonies (Event Manager)
A glass of Champagne for Bride & Groom
Your choice of arrival drink accompanied by 3 canapés per person
Three course wedding breakfast followed by coffee and mints
Free-flowing wine until the end of the main course
Champagne for your toast drink
One disposable camera per table
Hire of Red carpet
White table linen
Standard Menus & Table Plan
Hire of silver Cake Stand & Knife
Complimentary Bridal suite with Champagne and chocolates
Complimentary Menu Tasting Evening
Complimentary stay on your first Anniversary
Special Accommodation Rates for your guests

2011 £91.00 per person

2012 £93.50 per person

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theweddingpackages.. (cont)

platinumpackage

A specially created package designed to take the stress out of wedding planning. Let us coordinate all of your venue requirements from room decoration to the evening disco. We have hand picked a number of exceptional local suppliers to bring together every bespoke detail for your day.

Hire of your chosen Function Suite
Master of Ceremonies (Event Manager)
A glass of Champagne for Bride & Groom
Your choice of arrival drink
Three course wedding breakfast followed by coffee and mints
Free-flowing wine until the end of the main course
Sparkling wine for your toast drink
Choice of traditional 2-tier wedding cake or cupcake tower
Floral centerpiece per table
Co-ordinating hand-made place cards, menu cards, table numbers, table plan and guest book
White chair covers with co-ordinating sash
Disco
One disposable camera per table
Hire of Red carpet
White table linen
Hire of silver Cake Stand & Knife
Complimentary Bridal suite with Champagne and chocolates
Complimentary Menu Tasting Evening
Complimentary stay on your first Anniversary
Special Accommodation Rates for your guests

2011 £105.00 per person

2012 £110.00 per person

Minimum numbers will apply to this package

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arrivaldrinks

Please choose from the following:

Sparkling Wine

Bucks Fizz

Alcoholic Fruit Punch

Non-alcoholic Fruit Punch

Fresh Orange Juice

Pimms

Mulled Wine

canapés

Mini Brixham Crab Cakes, Honey and Mustard Mayonnaise

Confit of Lamb on Toasted Ciabatta

Chilled Mint and Pea Puree Cups

Tiny Bundles of Asparagus with a Hollandaise Dip

Smoked Mozzarella wrapped in Parma Ham and served with Sweet Tomato Relish

Bouchée of Chicken Liver Parfait

Mini Garlic and Herb Focaccia

Smoked Salmon and Creamed Horseradish on Rye

Dim Sum with Lime Chilli and Soy Dip

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menuoptions

Please select only one dish from each course for all your guests:

Starters

Rustic Parma ham, mozzarella salad, sun blushed tomatoes

Rose of cantaloupe melon, balls of watermelon, mint & kiwi dressing

Pan fried fish cakes made from assorted smoked fish, mixed leaves, chilled horseradish & lemon sauce

Duck and chicken liver parfait, red onion & orange chutney, toasted brioche

Smoked chicken Caesar salad, crisp bacon & fresh shaved parmesan

Traditional minestrone soup, Parmesan croute

Sorbets

Cucumber & mint

Raspberry

Lemon & Lime

All our sorbets are made on a local farm in Hampshire

Optional at £3.95 per person

Main Courses

Marinated rump of lamb with minted red wine jus

served with Dauphinois potatoes & timbale of green vegetables

Pan roasted breast of chicken with thyme and garlic jus

served with chateau potatoes & roasted parsnip, carrots and swede

Pan roasted breast of chicken

filled with Cumberland sausage & wrapped in streaky bacon with roast gravyserved with chateau potatoes & roasted parsnip, carrots & swede

British tenderloin of pork

filled with a chorizo sausage farce, with a tomato pesto sauce served with Dauphinois potatoes & timbale of green vegetables

Medallions of Pork

with wild mushroom cream sauce served with scented rice & stir-fried vegetables

Fillet of salmon

poached in a court bouillon with our own garden herb hollandaise served with herb scented new potatoes, rocket & watercress salad & shaved parmesan

Pave of cod with Brixham crab cream sauce

served with herb scented new potatoes, rocket & watercress salad & shaved parmesan

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menuoptions.. (cont)

Vegetarian Options

Tart tatin of asparagus

wilted spinach, white stilton & oyster mushroom cream

Trio of Mediterranean vegetables

filled with cous cous, sweet potato, risotto & a balsamic dressing

Spinach & ricotta tortellini

pesto cream sauce & shaved parmesan

Desserts

Brandy snap basket

filled with summer berries & Cornish clotted cream

Apple meringue

with cinnamon Anglaise

Exotic fruit Pavlova

with mango sauce

Lime posset

with homemade ginger biscuits

Cream filled profiteroles

with warm baileys chocolate sauce

Sticky toffee pudding

in caramel sauce

Chocolate pot

with Cointreau compote

Cheese Platters

A Selection of British Cheeses, biscuits, celery & grapes £65.00 per platter (serves 10)

(not an option as a replacement for the evening buffet)

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children's menu

Please choose only one dish from each course for all children

Starters

Cream of Vegetable Soup

Rose of melon

with pineapple & mint

Breaded mushrooms,

garlic mayonnaise

Mains

Beef burger

with either cheese or bacon

Fresh bread crumbed chicken strips

Battered Fish Fingers

Penne Pasta

with tomato sauce

Sausage & Mash potatoes

Desserts

Selection of ice creams

Fruit salad

vanilla Chantilly

Chocolate brownie

with vanilla ice cream

Jelly & Ice Cream

£15.00 per child

Under 3's eat free

Children's menu includes a glass of orange juice on arrival & two glasses of squash, either orange or blackcurrant, during their meal

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evening buffets

Evening Buffet 1

Selection of sandwiches and open ciabattas to include the following:

Cheese & pickle

Tuna & sweetcorn mayonnaise

Egg & mustard cress

Ham & course mustard

Coronation chicken

Rosemary crusted brie

with a cranberry dip

Loaded potato skins

with cheese and ham

Cajun chicken goujons

with garlic mayonnaise

Blackened seasoned potato wedges

with sour cream & chives

Baked filo wrapped king prawns

with chilli dip

Individual stilton & broccoli quiches

Vegetable pakoras

£16.50 per person

All of the above plus:

Mini lemon cheesecakes

Mini strawberry tarts

Mini Swiss rolls

£20.75 per person

We require you to cater for a minimum 80% of your total evening guests

Evening Buffet 2

A selection of cold meats, ham, garlic & herb turkey breast & continental meats

A selection of British cheeses

crackers & biscuits, celery & home-made chutney

Platter of smoked fish

Coleslaw, pasta salad, mixed salad

with tomato & cucumber

Hot minted new potatoes

Home-made quiche

Freshly baked baguettes

Cream filled profiteroles

with warm Baileys chocolate sauce

£21.00 per person

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hogroast

Minimum numbers of 80 apply

Whole Hampshire pig spit-roast
Fresh bread rolls
Apple sauce
Hot minted new potatoes
Home-made coleslaw
Mixed seasonal salad
Tomato & red onion salad
with basil dressing
Mediterranean pasta salad

£22.50 per person

barbeque

BBQ menu 1

Local Cumberland Sausage
Fresh home-made burger
Thai chicken skewer
Hot minted new potatoes
Home-made coleslaw
Mixed leaf salad
Minted cucumber
with yoghurt
Mediterranean vegetable pasta
Tomato & red onion salad
with basil dressing

£19.50 per person

Add your choice of dessert from our menu selector

£23.50 per person

BBQ menu 2

Local Cumberland Sausage
Fresh home-made burger
Thai chicken skewer
Salmon & Chive Parcels
Corn on the cob
Hot minted new potatoes
Home-made coleslaw
Mixed leaf salad
Minted cucumber
with yoghurt
Mediterranean vegetable pasta
Tomato & red onion salad
with basil dressing

Your choice of dessert from our menu selector

£25.50 per person

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orderoftheday

Ceremony

Church (1 hour)

Civil (30 mins)

Arrival drinks & photographs in the gardens

(approx 1-1.5 hours)

Receiving line

(approx 30 mins)

Bride & Groom announced into the wedding breakfast room

Wedding breakfast served

(2 hours)

Cake cutting

Speeches

Father of the Bride

Groom

Best Man

Coffee & cake is served

Evening guests arrive

Entertainment commences

Finger buffet is served

(normally 9pm)

Bar

to close Midnight

Entertainment

to close Midnight

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thelakesidespa

Take time out before your wedding to relax and be pampered in preparation for your big day.....

The Lakeside Spa is located within the hotel's private grounds and provides an intimate and luxurious facility designed for all our guests and is the perfect retreat for the Bride and her Bridal party in the period leading up to the big day.

Facilities include a heated pool, a fully equipped cardio suite, monsoon showers, mud rasul, poolside sauna and steam rooms, together with a number of beautifully appointed treatment rooms, a nail bar and relaxation room. An extensive range of treatments and packages are available, our therapists can also advise on your bridal make-up.

Please contact The Lakeside Spa on 08444 119 065, seven days a week or email lakesidespa@legacy-hotels.co.uk

accommodation

The Hotel offers a preferential bedroom rate for your guests which includes full English breakfast & complimentary use of our Lakeside Spa.

Prices 2011

Single £95.00 per room *(Additional nights at £70.00 per room)*

Double £110.00 per room *(Additional nights at £85.00 per room)*

Prices 2012

Single £99.00 per room *(Additional nights at £73.00 per room)*

Double £115.00 per room *(Additional nights at £89.00 per room)*

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ahelpinghand

For your evening entertainment we can arrange a disco on your behalf through our trusted DJ at a cost of £325.00

As an added dressing to your room we can arrange chair covers from £4.50 per chair

We have also built relationships with the following suppliers who have all demonstrated exceptional quality, value & professionalism. If you need help with your arrangements one of our wedding coordinators would be more than happy to help.

Flowers

Little Lillies 02380 221000 www.little-lillies.co.uk

Cakes

Inspirations 01489 896662 www.inspirationscakes.co.uk

Cupcake Dolly 01489 891565 www.cupcakedolly.co.uk

Photographers

Colin Charles 01489 786195 www.colincharles.co.uk

David Bampton 02380 579579 www.davidbampton.co.uk

Room Dressing

GT Events 07702 285111 www.gt-events.co.uk

Razzamatazz 01329 822051 www.razzamatazz.co.uk

Live Band

The Lionels 07841 597507 www.thelionels.com

Stationary

Especiallly made 02380 601906 www.especialllymade.co.uk

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1.0 General

1.1 In this Contract (unless the contract otherwise requires), the following words shall have the following meanings:

- "Appendix" means the appendix attached hereto which sets out specific details of the Event;
 - "Client" means the company, firm, body, agent or person booking the Event;
 - "Conditions" means these terms and conditions which apply to all event bookings at the Hotel; and any subject amendments made to the booking
 - "Contract" means these Conditions and the Appendix;
 - "Event" means the event (including, but not limited to, the accommodation, services and other facilities) booked by the Client, further details of which are set out in the Appendix;
 - "Event Manager" means the Hotel's event manager from time to time;
 - "Hotel" means the Legacy Hotels and Resorts Ltd group of hotels or hotels operated under management contract by Legacy Hotels and Resorts Ltd and/or the Hotel specified in the Appendix;
 - "Minimum Guaranteed Number" means the number of guests/delegates for the accommodation and/or event per day specified in the Appendix;
 - "Price" means the price specified in the Appendix including VAT where applicable; and
 - "Total Price" means the total price that the Hotel could reasonably have expected to invoice the Client for and any sums which the Hotel could reasonably be expected to have made from attendees in relation to the cancelled Event taking account of adjustments made to the Price in terms of clauses 5.9 and 5.1 of this Contract and where part of the price remains unquantifiable at the date of the cancellation making a reasonable estimation of the likely adjustment based on previous Events (whether involving the Client in question or not) of a similar type and size.
- Working Days means Monday, Tuesday, Wednesday, Thursday or Friday whether or not it is a bank holiday.

1.2 This Contract is created upon the Hotel accepting the Client's confirmation of Event booking and issuing the Contract to the Client for signature. The Contract will be deemed to have been accepted unless the Client notifies the Hotel otherwise in writing on receipt of the Contract.

1.3 The Conditions shall prevail over any other terms and conditions (whether or not inconsistent with these Conditions) and whether such conditions are in writing or are implied by custom, practice or course of dealing. For the avoidance of doubt, these Conditions shall also prevail over any other conditions previously published by the Hotel in respect of event bookings and any conditions of purchase operated by the Client.

2.0 Event numbers and guest/delegate details

2.1 The Client shall be obliged to provide confirmation of the number of attendees at the Event when requested to do so by the Hotel and in any case not less than seven working days before the Event, in writing or otherwise by e-mail to the Event Manager. In the event that the Client desires to increase the number of attendees from the number specified in the Appendix, no variation shall be made unless such variation is agreed by the Hotel in writing prior to the Event.

Any increase in the number of attendees will be entirely at the discretion of the Hotel and the Hotel reserves the right to refuse entry to any individuals attending the event in excess of the numbers specified in the Appendix. In the event that there is a reduction in numbers of individuals attending the Event from those specified in the Appendix, the Hotel reserves the right to invoice the Client for the Total Price.

2.24 Should the number of delegates/guests attending the Event significantly increase or decrease then the Hotel reserves the right (upon providing at least three working days' notice to the Client) to provide alternative accommodation and space of an appropriate size for the Event.

2.35 The Client shall provide the Event Manager with a written rooming list providing details of guests/delegates for overnight accommodation at least three weeks prior to the Event.

2.46 For wedding events, unnamed bedroom allocations will be released four weeks prior to the Event without further notification.

3.0 Room availability

3.1 Bedroom accommodation is available from 4 pm on the day of arrival and must be vacated by 10 am on the day of departure, unless specific alternative arrangements have been agreed with the Hotel. Extension beyond these times shall entitle the Hotel to impose additional charges.

3.2 Other rooms booked for the Event are available from the times specified in the Appendix and any extension beyond these times shall entitle the Hotel to impose additional charges.

3.3 In the unlikely circumstances that the Hotel does not have the number and types of rooms available at the Hotel on the dates required for the Event, the Hotel reserves the right (without liability) to relocate the Event to an alternative Hotel of a similar standard in the same locality.

3.4 If a particular room, which has been booked by the Client, is unavailable at the Hotel on the required dates, the Hotel reserves the right (without liability) to relocate the client to an alternative room of a similar standard within the same Hotel.

3.5 Any reasonable expenses incurred for relocation shall be borne by the Hotel. The acceptance of this obligation (which will not release the Client of the obligation to pay the Hotel the relevant charges) shall be in lieu of all other liabilities or obligations.

The Hotel reserves the right to accept more than one event on a particular day. If the Client wishes to obtain exclusive use of the Hotel for their Event, this may be arranged for an additional charge.

If the Client wishes, due to commercial sensitivity or other reasons, to specify that

the Hotel should not host certain other clients from a similar industry during the course of the event then this may be arranged for an additional charge.

4.0 Cancellation

4.1 By the Hotel:

The Hotel reserves the right to cancel the Event (or any part thereof) if:

- 4.1.1 The Client fails to adhere to any of these Conditions;
- 4.1.2 In the opinion of the Hotel, there has been a significant change in the Client's contracted booking (e.g. reduction in days/accommodation);
- 4.1.3 The Client is insolvent or the Hotel has reasonable grounds for anticipating the same;
- 4.1.4 The Hotel is not satisfied with the client's credit status;
- 4.1.5 In the opinion of the Hotel, the Event might prejudice the reputation of the Hotel;
- 4.1.6 If the Hotel, or any part of it, is closed or damaged due to circumstances beyond its reasonable control; or
- 4.1.7 The Hotel is requested to cancel the Event by any government or other authority.

4.2 By the Client:

- In this clause 4.2, the Event will be considered "Cancelled" by the Hotel when a Client, by written notification to the Event Manager
- 4.2.1 cancels or postpones the entire Event;
- 4.2.2 reduces the number of guests/delegates below that permitted in clauses 2.2 and
- 2.3; or 4.2.3 reduces the duration of the Event as a result of which the contracted value is reduced; and the Hotel subsequently acknowledges such notification by the Client in writing.
- 4.3 If an Event is Cancelled, the Hotel shall have the right to impose a cancellation charge ("Cancellation Charge"), which shall be calculated as a percentage of the Total Price as detailed below.

Timing of Cancellation

Percentage of Total Price

In excess of 6 months prior to the Event - 30%

6 - 2 months prior to the Event - 60%

2 months - 2 weeks or less prior to the Event - 90%

Less than 2 weeks prior to the Event - 100%

The Hotel will use reasonable endeavors to re-sell to another client the accommodation, function rooms, services and other facilities booked in connection with the Event and a proportional reduction in the Cancellation Charge will be made if the Hotel is successful.

In relation to weddings the following Cancellation Charge will apply

Timing of Cancellation

Percentage of Total Price

In excess of 6 months prior to the Event - 50%

6-1 months prior to the Event - 75%

Less than 1 month prior to the Event - 100%

4.5 If a Cancellation Charge is due, any deposit will be held until the original Event dates have passed and an assessment of the charges can be made by the Hotel and the deposit offset against the Cancellation Charge.

4.6 Any guests or delegates who do not arrive or depart early will be charged at 100% of their Total Price.

5.0 Payment terms and credit accounts

5.1 The Hotel reserves the right to amend the Price upon written notice to the Client in order to reflect any change in cost beyond the reasonable control of the Hotel (including but not limited to changes in VAT and import / export duties).

5.2 The Client shall make all payments due under the Contract in Pounds Sterling and within 14 days of the date of the relevant invoice or request for payment.

A £2.95 additional administration charge will be made in respect of payment made by credit cards. There is no charge for payment made by debit cards.

5.3 A credit account may be applied for up to 28 days prior to the Event and, if accepted, will be confirmed to the Client by the Hotel. The Hotel will use reasonable endeavors to ensure that appropriate credit checks are carried out within the required timescales. For the avoidance of doubt, credit accounts are given at the absolute discretion of the Hotel and no assumption can be made on the part of the client regarding credit until expressly notified by the Hotel.

5.4 The Hotel reserves the right to amend or withdraw credit facilities at any time and/or require payment of the Price or any other amount due in full or in part, without further liability, upon written notice to the Client if in the Hotel's view, the Client's credit worthiness deteriorates. The Hotel also reserves the right to levy an invoice surcharge up to 10% of the Total Price as a late payment charge. The Client will be entitled to deduct this charge from the invoice payment providing

that the relevant invoice is settled within 14 days of the invoice date.

5.5 If the Client is an approved credit account customer of the Hotel, the Client shall

pay to the Hotel a deposit of 50% of the Total Price at least one month prior to commencement of the Event and shall pay the balance of the sum due within

14 days of the date of the invoice.

5.6 If the Client is not an approved credit account customer of the Hotel the following provisions apply:

5.6.1 The Client shall pay to the Hotel a deposit of 25% of the Total Price at the time of confirming the Event booking

5.6.2 The Client shall pay the balance and any additional cost incurred by the Hotel in connection with the Event at least 28 days before the date of the Event.

5.6.3 The Client shall provide the Hotel with credit card details at least 14 days before the Event to cover the cost of any additional charges that may be incurred.

5.7 For wedding events the following provisions apply:

5.7.1 The Client shall pay to the Hotel a £750 non-refundable deposit at the time

of confirming the Event booking.

5.7.2 The Client shall pay to the Hotel an additional deposit of 50% of the Total Price at least three months before the Event.

5.7.3 The Client shall pay the balance of the Total Price and any additional cost incurred by the Hotel in connection with the Event at least 28 days before the Event.

5.7.4 The Client shall provide the Hotel with credit card details at least 14 days before the Event to cover the cost of any additional charges that may be incurred.

5.8 Should the Total Price of the Event increase after the initial deposit has been paid, the Hotel may request an additional deposit be paid prior to the Event.

5.9 If the Client fails to pay any amount due under the Contract on the due date

the Hotel may charge interest at an annual rate of 4% above the base rate for the time being of National Westminster Bank Plc for the period from the due date

up to and including the date of receipt (whether before or after judgment).

5.10 The Client shall notify the Hotel of any disputed amounts within 5 working days of

the date of the invoice or request for payment. The Client shall pay the undisputed amount within 14 days of the date of the invoice. The disputed amount may be withheld until the dispute is resolved but shall bear interest as set

out in clause 5.9 if found to be due.

5.11 All payments by the Client to the Hotel shall be made without deduction or set off.

5.12 Invoices shall be sent to the address and be marked for the attention of the person as detailed in the Appendix. The Client shall notify the Hotel of any change to the billing address or addressee as soon as reasonably practicable.

6.0 Outside and third party contractors

6.1 The Hotel reserves the right to refuse any external entertainment, services or activities that the Client may have arranged and does not accept any liability

for the acts or omissions of any party employed by the Client in connection with the Event.

6.2 The Client shall (and shall procure that all third parties employed by the Client) comply at all times with all regulations (whether statutory or otherwise), the Hotel's rules and regulations and any reasonable requests of the Hotel.

6.3 The Client shall ensure that these Conditions are brought to the attention of all third parties employed in connection with the Event.

7.0 Licences

7.1 The Hotel shall be responsible for applying for any additional licences, consents

and permits required in connection with the Event, provided the Client gives sufficient notice of their exact requirements to allow such applications to take place and the Client meets the reasonable costs associated with such application. The Client shall not be entitled to cancel or postpone the Event on

the basis of an unsuccessful application.

7.2 The Client shall (and shall procure that all third parties employed by the Client)

comply with the terms of all licences, consents and permits (including any conditions attached thereto) and any decision or recommendation by the licensing officer or other licensing or entertainment authority.

8.0 Security

8.1 Unless specific security arrangements are made with the Hotel, the Hotel accepts

no responsibility or liability for any loss or damage to property of the Client, delegates/guests or any third parties employed by the Client beyond that provided for in the Hotel Proprietors' Act 1956 (as may be amended). The Client

should note that some Event rooms are not capable of being locked and that

the Client shall be responsible for informing its delegates/guests of this prior to the Event and for taking all reasonable security measures.

8.2 Security can be arranged by the Hotel with adequate prior notice at an additional charge.

9.0 Fire, health and safety

9.1 The Client shall (and shall procure that all third parties employed by the Client)

comply at all times with all fire, electrical, health and safety regulations (whether statutory or otherwise) including (but not limited to) the Fire Precautions Act 1971

(as may be amended).

9.2 The Client shall ensure that any materials brought into the Hotel (e.g. stage sets)

are so far as possible made of non-flammable materials, that fire exits are kept

clear at all times, and where a fire exit sign will be obscured, the Client shall ensure that appropriate temporary signs are erected.

9.3 All electrical contractors must be NICEIC, LEA or IEE registered and the Client

shall provide the Hotel with written evidence of this if so requested by the Hotel.

9.4 The Client shall provide the Hotel with a list of names of all visiting contractors

and third parties if so requested by the Hotel.

9.5 The Hotel reserves the right to evacuate the Hotel in the event of a Fire Alarm or

other emergency irrespective of whether it is a genuine emergency or not, in order to protect all guests and staff and in this event, does not accept any liability for any consequent delay to the Event.

9.6 The Client shall obtain the prior written approval from the Hotel and any public

authority (where necessary) if it (or any third party employed by it) wishes to fix

items to the walls, floors and ceilings or to use smoke machines, lasers, fireworks,

cracked oil, dry ice or any form of pyrotechnic.

9.7 Where motor vehicles will be used and/or displayed in connection with the

Event, the Client shall (and shall procure that all third parties employed by the Client in this regard) comply with the following provisions:

9.7.1 The vehicle shall not contain any fuel of any nature;

9.7.2 The vehicle's battery shall either be removed or disconnected prior to the vehicle entering the Hotel's premises;

9.7.3 The vehicle (including, but not limited to, its tyres) shall be satisfactorily clean;

9.7.4 Access and exit times that have been specified or agreed with the Hotel shall be strictly adhered to; and

9.7.5 Any appropriate oil drip trays are used.

9.8 The Hotel reserves the right to refuse access by any vehicle for failure to comply with any of the provisions in clause 9.7, any reasonable request of the Hotel or if it

considers that access and/or use of the proposed vehicles may cause damage

to the Hotel's premises.

10.0 Liability

10.1 Subject to clause 10.3 below, the Hotel is not liable to the Client in contract, tort

(including negligence or breach of statutory duty) misrepresentation or otherwise, including but not limited to for any of the following losses or damages,

whether direct or indirect, and even if such losses and/or damages were foreseen, foreseeable or known, or the Hotel was advised of the possibility of them in advance:

10.1.1 loss of business opportunity;

10.1.2 loss of anticipated savings;

10.1.3 loss of goodwill; or

10.1.4 any indirect, special or consequential loss or damage howsoever caused.

10.2 The entire liability of the Hotel under or in connection with the contract whether

for negligence, breach of contract, misrepresentation or otherwise, is limited in

respect of each event or series of connected events to the Price.

10.3 Nothing in this Contract shall operate to exclude or restrict either party's liability

for:

10.3.1 death or personal injury resulting from negligence; or

10.3.2 fraud or deceit.

10.4 The Client shall indemnify and keep indemnified the Hotel from and against all

claims, actions, damages, liabilities and costs (including professional fees) arising

out of the acts or omissions of the Client or any guest/delegate or of third party

employed by the Client, save to the extent that any such claim arises as a result

of the negligence of the Hotel, its employees or agents.

11.0 Force majeure

11.1 In this clause 11, "Force Majeure Event" means any circumstance beyond the

control of the Hotel including, but not limited to acts of God, fire, explosion, adverse weather conditions, flood, earthquake, terrorism, riot, civil

commotion,

war, hostilities, strikes, work stoppages, slow-downs or other industrial disputes, accidents, riots or civil disturbances, acts of government, lack of power and

delays by suppliers or materials shortages but, for the avoidance of doubt, nothing shall excuse the Client from any payment obligations under the

Contract.

11.2 If the Hotel is prevented or hindered from hosting the Event by a Force Majeure

Event, the Hotel may, at its sole option, and without being liable for any loss or damage suffered by the Client or guests/delegates of or any third party

employed by the Client re-locate the Event to another hotel in the same locality;

or terminate the Contract forthwith by giving notice to that effect to the Client.

12.0 General

12.1 Should any delegates/guests of or third parties employed by the Client behave

in a manner that is considered unacceptable to the Hotel, the Hotel reserves the

right to remove such party persons from the premises and/or terminate the Contract. In this event, no monies will be refunded to the Client.

12.2 The Client shall pay for the cost of repairing any damage caused to the property, contents or grounds of the Hotel by the Client or its guests.

12.3 The Client shall not (and shall ensure that all guests/delegates and third parties

employed do not) use the name, logo or any details of the Hotel for any matter,

or permit external food or beverage to be brought into the Hotel without the prior written approval of the Hotel.

12.4 The Client shall not (and shall ensure that all guests/delegates and third parties

do not) permit any goods, services or any other matter capable of being sold (including, but not limited to, tickets) to be sold within the Hotel's premises

without the prior written approval of the Hotel and any public authority (where

necessary).

12.5 If any provision of this Contract is found by any court or administrative body of

competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Contract, which shall

remain in full force and effect.

12.6 If any provision of this Contract is so found to be invalid or unenforceable but

would cease to be invalid or unenforceable if some part of the provision were deleted, the provision in question shall apply with such modification as may be

necessary to make it valid and enforceable.

12.7 A person who is not party to this Contract shall have no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this

Contract.

The clause does not affect any right or remedy of any person, which exists or is

available otherwise than pursuant to that Act.

12.8 This Contract constitutes the entire agreement and understanding between the

parties in respect of the matters dealt with in it and supersedes, cancels and nullifies any previous agreement between the parties relating to such matters notwithstanding the terms of any previous agreement or arrangement

expressed

to survive termination.

12.9 No variation or alteration of any of the Contract shall be effective unless it is in

writing and signed by or on behalf of each party.

12.10 This Contract shall be governed by English Law and the parties to this Contract

submit to the jurisdiction of the English courts.

May 2007

