

# Wedding Terms and Conditions

Please ensure that you carefully read through the terms and conditions, which will apply to your Wedding here at Trebah.

## Bookings

Provisional bookings will be held for 14 days as a wedding function is only deemed confirmed by Trebah on receipt of the initial non-refundable deposit of 50% of the Venue Hire. Where the wedding is within 30 days of the booking both confirmation and full payment of the anticipated costs is to be made. Written confirmation must include minimum numbers with an agreed price per head.

## Charges

The prices charged for your wedding will be agreed at the time of your confirmation based on the estimated number of guests.

## Payment

In addition to the confirmation deposit, the balance of the Venue Hire cost will be required 4 months prior to the wedding and then, 2 months prior to the wedding, the full payment of the anticipated cost of the food and drink, based on approximate numbers. Final numbers are required 2 weeks prior to the wedding. The final bill, which will include any adjustments to the food, drinks and any extras, will be raised within 3 working days of the wedding and, subject to honeymoon commitments; this should be paid within 14 days of the wedding.

## Cancellations

Any cancellation must be made in writing. All deposits are non-refundable and in the event of a booking being cancelled Trebah will retain the deposits and additionally the following charges, as a percentage of the anticipated cost and based on the approximate numbers may be applied:-

Cancellation: 1-6 months prior to the wedding 50% of the anticipated cost  
14-30 days prior to the wedding 85% of the anticipated cost  
Within 14 days of wedding 100% of the anticipated cost

## Insurance

You may wish to take out wedding insurance to protect you from cancellation charges.

## Etiquette

The Trebah reserves the right to judge acceptable levels of music or behaviour of the client, guest or representative and the client must take all steps necessary for corrective action should this be necessary. In the event of failure to comply with management requests, Trebah reserves the right to terminate the contract or stop the wedding without being liable for any refund or compensation.

## Additional Expenses

The client agrees to pay Trebah for any food, beverage or other services not provided for in the Contract but made available upon request of the Client.

Please do not hesitate to contact us should you have any queries with the above items and we will require a signed copy of these Terms and Conditions, which will form part of your contract with us.

We agree to the above Terms and Conditions as stated above.

Date of Wedding: \_\_\_\_\_ Estimated Numbers: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Balance of Venue Hire required by : \_\_\_\_\_

Full payment required by: \_\_\_\_\_

Signed for and on behalf of Trebah: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Bride or Groom: \_\_\_\_\_

Printed Name of Bride & Groom: \_\_\_\_\_

Address: \_\_\_\_\_