

Wedding Agreement 2017,18 Terms and Conditions

This agreement for the services of the wedding venue as described below, is made on the day of ----- between the undersigned client and Weddings at Gretna Green, regarding services (as confirmed and agreed) provided by Gretna Green Limited. The purpose of this agreement is to ensure the satisfaction and comfort of both parties.

Deposits are required within 14 days of making a provisional booking to confirm and are all non-refundable:

Venue only – If you are booking one of our marriage venues only, the full payment is required to secure the booking.

Packages – If you have selected one of our wedding packages please refer to the brochure for the deposit requirement all balances are due no later than 30 days prior to your wedding. Please refer to our brochure for deposits required for our all our packages. **Please note all deposits are non-refundable.**

Accommodation - £30.00 **per room per night** is required to secure your reservation for all Deluxe, Family and Balcony rooms and £100.00 **per room per night** is required to secure our Suites or Penthouse.

Banqueting - £10.00 per person is required for banqueting. A further 50% of the estimated total is payable at least 12 weeks prior to your wedding which is non-refundable. The final numbers along with the remaining balance for all banqueting food, beverage and wedding packages are payable 30 days prior to your wedding which is non-refundable.

Function Room Hire A deposit of 50% of the total room hire charge is required to secure your function room with the balance due 30 days prior to your wedding.

Failure to send deposits as stated above will result in your booking being automatically released.

Once paid all deposits are non-refundable.

Legal Information – Please note that the M10 documents are the responsibility of the couple and the cost is not included in any of our fees. Failure to complete these within the given time scales along with the relevant documents and fees will result in your wedding not taking place. The contact information for Gretna Registration Office are – Telephone number 01461 337648, Address Registration Office, Central Avenue, Gretna, Dumfries and Galloway, DG16 5AQ, Email GretnaOnline@dumgal.gov.uk, Website to download M10 forms www.GretnaOnline.net.

Cancellations – All cancellations must be received in writing, 30 days prior to booking date.

Change of Date – If you wish to change your date we will charge £50.00 administration for Wedding Ceremony and £300.00 for all packages, functions and bedrooms. If you cancel your Wedding Function, Package or accommodation within 6 months of your wedding date we will charge 50% of the final estimated balance. We will not accept a change of Wedding Date within 3 months of your wedding date.

Payment – We can accept all major credit cards and cheques. Cheques cannot be received less than 30 working days before your wedding day.

Prices – Prices quoted for all products and services are correct at the time of agreement. They are inclusive of VAT at 20%, however could be subject to change.

Gretna Green Limited may have to make changes for reason of Force Majeure, meaning unusual or unforeseeable circumstances beyond its control, the consequences of which neither our suppliers nor we could avoid, or a change in VAT.

Please note – that prices for meal/drinks/accommodation may be subject to increase due to market forces and inflation. Prices quoted in the current wedding brochure will be held for a maximum of 6 months from the date of agreement.

Accommodation – Check in time is 3pm and we **cannot guarantee** early check in but this can be requested for a select number of rooms.

Check out time is 11am.

Family Bedrooms can sleep 2 adults and 2 children.

Any additional beds will be charged at £20.00 per bed.

Group Bookings – we will only hold group accommodation for 14 days to allow your guests to confirm with deposits. Any accommodation not confirmed will be released for general sale.

Banqueting – We only accept restaurant bookings for parties of 10 and under. Should your guest numbers increase please note that we may not be able to accommodate this. We do not allow table decoration in our restaurant but we do have private function rooms available should you wish to personalise your wedding meal (subject to availability).

If hiring a function room you must commit to one of our 3 course function menus, a drinks package and an evening buffet from the current wedding brochure. Finger buffets/Late night cocktail buffets are an addition to a wedding meal and are served in the evening only.

We do not allocate an exact function room, only the space required.

The room set up includes table cloths, napkins and cutlery. We can also, if requested, provide table confetti, candles, table plan and name cards.

There may be other events at the hotel on the same day as your booking. We can under certain circumstances offer exclusive use. Please contact us for a quote.

Child prices will be applicable up to and including 12 years.

Delivery of flowers, cakes, favours and table decorations must be labelled with your name and date of ceremony.

Name of couple -----

Address -----

Date of Wedding ----- Time and Location of Wedding Ceremony -----