

# The Elvetham – Wedding terms and conditions

These terms and conditions will apply to and govern your Booking. 'Booking' means the provisional booking made by you and confirmed by you and accepted by us. 'Wedding' means that which is detailed in the provisional Booking; 'we' or 'us' or 'venue' means The Elvetham Hotel Limited; 'you' means the person booking the Wedding.

## 1. BOOKINGS

- 1.1 Provisional bookings will be held for a maximum of 10 days. If the booking is not confirmed by you at the end of this period, by paying the required deposit, (except where we have agreed an extension of this period) the booking will be deemed to have been cancelled.
- 1.2 Provisional bookings must be confirmed in writing.
- 1.3 A non refundable non transferable deposit of £2,000 for non exclusive use or £4,000 for exclusive use of The Elvetham is required to confirm your booking.
- 1.4 Not less than 14 days prior to the date of the wedding, you must notify us in writing of any changes to your booking, including final numbers.

## 2. PAYMENT

- 2.1 We require non refundable non transferable payments as follows:
  - 12 weeks prior to the date of the wedding 50%
  - 8 weeks prior to the date of the wedding 50%
- 2.2 14 days prior to the wedding, you will provide full details of a valid credit card for authorising and subsequently charging for any extra chargeable items.

## 3. CANCELLATION OF THE BOOKING BY YOU

- 3.1 All cancellations must be received in writing.

## 4. CANCELLATION OF THE BOOKING BY US

- 4.1 It may be necessary, due to circumstances beyond our reasonable control, to change or cancel your Booking and in which case we will notify you of such an occurrence and use our reasonable endeavours to offer alternative arrangements of a substantially similar standard. You may then accept the alternative arrangements, or cancel your Booking without charge and we will refund all monies paid in respect of the Wedding.
- 4.2 We reserve the right to cancel your Booking if (i) you become insolvent or bankrupt or otherwise unable to pay your debts as they fall due; or (ii) you are in arrears with any payment due to us; or (iii) in our reasonable opinion your proposed activities or the Wedding might prejudice the reputation of The Elvetham.

## 5. EXCLUSIVE USE

- 5.1 The Elvetham is a privately owned, residential estate which includes many buildings and dwellings. When reserved for an exclusive event, it is offered on a fully serviced basis, for the sole enjoyment by the organisers of the event and their guests, from the start of the ceremony or arrival time from the church until 06:00 the following day, or any other timings as agreed in advance of the event. To ensure exclusivity, no other commercial event will take place in the main house or within the immediate formal grounds. Access by the general public will be restricted to the driveway, the separate 'Court' hotel building, the main reception area and the outlying grounds. The right of access to all areas of the estate, at all times is reserved by the Directors, management, staff, estate residents and their families.
- 5.2 Unless you pay the venue for the provision of additional security, to satisfy your own security requirements, every effort will be made to ensure that no persons other than the Event attendees, their staff and the Directors and management of the Venue do not in any way compromise the definition of 'exclusive use'. Notwithstanding the above, no guarantee can be undertaken by the Venue, the management or the Directors, should this 'exclusive use' arrangement be infringed upon.

## 6. YOUR RESPONSIBILITIES

- 6.1 You will use your best endeavours to ensure that your attendees/guests/invitees comply with our instructions in the event of an emergency.
- 6.2 You will provide a full list of names of the attendees who are to have pre-booked accommodation not less than 14 days before the Wedding.
- 6.3 You will be responsible for any damage caused to the Venue and its contents. You shall be liable to make good any damage caused and you will be responsible for the conduct of your attendees/guests/invitees. You shall be liable for any loss, costs or expenses incurred by us as a result of any act or omission of such person.
- 6.4 You will use your best endeavours to ensure that your attendees/guests/invitees do not affix anything to the walls, floors or ceilings without our prior consent. You will also ensure that no one displays any posters, directional signs or other material without our prior consent.
- 6.5 You will use your best endeavours to ensure that your attendees/guests/invitees do not bring any food or beverages onto the premises and only food and beverage supplied by us shall be consumed on the premises.

## 7. LIMITATION OF LIABILITY

- 7.1 We, The Elvetham Hotel Limited, its Directors and or its/their associated companies and personnel accept no responsibility whatsoever in respect of theft, damage, accident, death, or loss of any kind, howsoever caused to you, your attendees, their guests / 'invitees' and your/ their property, possessions and accept no liability arising in respect our provision of the venue or any

liability whatsoever in respect of any third party supplier independently arranged by yourselves or arranged and/or recommended by us.

- 7.2 Third party suppliers must either be preferred by us or approved by the directors in advance. The Venue retains the right to refuse access to any third party supplier that has not been formally approved.
- 7.3 We reserve the right to refuse admission to the Venue for any reason whatsoever.

## 8. DATA PROTECTION

- 8.1 We may wish to use any information you provide for marketing purposes such as sending you latest offers and new brochures. If you do not wish to receive these communications please notify us.

## 9. GENERAL

- 9.1 If any part of these terms and conditions is found to be invalid or unenforceable, then the remainder of these terms and conditions will not be affected but will remain valid and enforceable.
- 9.2 These terms and conditions shall be governed and construed in accordance with English law.

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