



Booking Form

Please complete/tick where appropriate

First Couple Name	
Address	
Postcode	
Mobile telephone number	
Email address	

Second Couple Name	
Address	
Postcode	
Mobile telephone number	
Email address	

Date of Arrival	
Date and time of Wedding Ceremony	
Date of Departure	

Hire Details - please tick as appropriate:

2 Night Weekend Stay (Friday and Saturday)

2 Night Stay (Sunday and Monday)

2 Night Mid-Week Stay (Tuesday and Wednesday)

Tepee Hire Details - please tick as appropriate:

Drinks Reception Only	<input type="checkbox"/>
Daytime Dining Only	<input type="checkbox"/>
Evening Reception Only	<input type="checkbox"/>
Drinks and Evening Receptions	<input type="checkbox"/>
Daytime Dining and Evening Receptions	<input type="checkbox"/>
All Day & Evening Hire Required	<input type="checkbox"/>
Not Required	<input type="checkbox"/>

Outline of Booking – please provide brief details and approximate figures:

Number of Daytime Guests: _____

Civil or Church Ceremony? _____

Outline Wedding Breakfast Choices: _____

Drinks Package or Corkage Option? _____

Number of Evening Guests: _____

Entertainment (Band, Disco etc.): _____

Outline Evening Food choices: _____

Terms & Conditions:

We would like to advise you of the following terms and conditions that apply to all bookings and must be agreed in advance of any confirmation.

This set of terms and conditions form part of the contract signed between “Woodhill Hall” and you “the Client”. These terms and conditions cannot be varied verbally and only changes authorised in writing by Woodhill Hall will be accepted as valid.

All bookings will be treated as “provisional” until Woodhill Hall receives the deposit payment.

1. *Deposit And Payment For Accommodation*

- a. To secure your booking a £500.00 *non-refundable* deposit is payable on confirmation of availability. Please note that you will receive an invoice for your deposit, and this will also contain details of your payment schedule.
- b. The remaining balance for the hire of the Hall to be paid by way of two equal *non-refundable* instalments. The first instalment date will be agreed between the Client and Woodhill Hall. The final instalment should be paid 8 weeks before your wedding. Please note that you will be invoiced for these instalments.

2. *Final Numbers*

Final numbers should be given to Woodhill Hall one month prior to the event along with the final timeline documentation for your wedding. Please note all guests must be catered for.

3. *Payment For The Catering*

Based upon your final numbers, supplied to us in the final timeline documentation one month prior to the event, we will issue an invoice for the catering.

4. *Damage To Woodhill Hall*

The Client is responsible to Woodhill Hall for any damage caused by any act or neglect of the Client, subcontractor, employee or guest of the Client and shall pay the amount required to make good this damage. Woodhill Hall is not responsible for any loss or damage to either the Clients', their guests or suppliers property.

5. *Changes By Woodhill Hall*

Due to circumstances beyond the control of Woodhill Hall, it may be necessary to change or cancel your booking. Where the change is considered major, as decided by Woodhill Hall, you will have the option to accept the change or receive a full refund of any monies paid. Woodhill Hall is not responsible for any other costs, expenses or damages incurred by the Client as a result of the changes. Woodhill Hall will not be liable for failure to comply with any terms and conditions of this agreement. We would therefore strongly recommend that you take out appropriate wedding insurance.

6. *House Rules*

- Smoking is not allowed in the Hall or Tepee. Smoking is permitted in the grounds in designated areas at the front and rear of the Hall only.
- All children must be kept under adult supervision at all times.
- Only biodegradable confetti is allowed to be thrown within the Orangery and the grounds.
- It is the client's responsibility to ensure that nothing is affixed to the fabric of the building including walls, floors and ceilings.
- We do not permit sky lanterns to be released. Fireworks are allowed at specific times of the year, prior to us giving notification of them to the local farmers and community.
- We do not allow camping on site.
- You will be asked to provide Woodhill Hall with details of the number of people staying at the Hall and in which rooms and whether any would require assistance in case of fire due to age or disability, prior to arrival for fire and safety purposes.
- A £500.00 cash good housekeeping deposit to be handed to the owner or her representative on arrival. This deposit will be returned to you following a satisfactory inspection of the property within 7 days of your stay.

7. *Complaints*

In the unlikely event that the client may have cause for dissatisfaction, the client should contact the Wedding Day Supervisor on site who will aim to deal with any issue. Issues of a transient nature need to be raised at the time, so that they can be rectified by Woodhill Hall as soon as possible.

I have read and agree with the above terms and conditions and confirm that I will abide by them.

Client Signature	
Client Print Name	
Date	
Signed on behalf of Woodhill Hall	
Date	