

## Weddings at Banff Springs, The Hotel

### Wedding Contract

Thank you for choosing the Banff Springs Hotel as your wedding venue. We ask that all our wedding couples read and agree to the below terms and conditions returning a signed copy to us. We will then countersign and return a copy to yourself.

#### Bookings

1. A provisional booking can be made in person or by telephoning the hotel. Dates will be held for 21 days, with your deposit payment and booking form returned to us to confirm your booking. After this period the date you held will be automatically released. A £500.00 deposit is required for all wedding bookings.
2. We regret that all deposits are non-refundable or transferable in the event of any cancellations.
3. The hotel operates a minimum number policy on specific days of the week during peak wedding season April - September. If the number of guests is less than the below noted minimum numbers, a service charge of 50% of the meal price per guest will be added to your bill.
  - Friday, 80 Adult Guests
  - Saturday, 95 Adult GuestsMinimum numbers are subject to flexibility on bookings made within 4 months of the function date. This will be looked at on an individual bases.
4. Ceremonies in the Deveron Suite cost £300.00 and ceremonies in the Moray Lounge cost £200.00.
5. In the event that no wedding meal is required, a room hire charge will apply dependant on your chosen date, numbers and buffet requirements, this will be agreed at the time of booking.
6. From time to time we offer Fixed Price Wedding Packages and these packages abide by the terms stated in this contract.

#### Payment Terms

1. A pre-payment of 50% of your estimated final bill is due six weeks before the wedding date and 100% of your estimated bill requires payment seven days before your wedding. The remaining balance is to be paid the morning after your wedding day.
2. The cost effective and preferred payment method is by bank transfer. Payment by personal cheque requires approval before submission and should be paid in advance to allow clearance. Details of how to pay will be provided to you when you book your wedding. Our bank details are noted below;  
Bank: RBS  
Account Number: 00228521  
Sort Code: 83-16-02
3. Children under 12 will be offered a separate menu agreed by yourself and your event manager and they will be charged at 50% of your guest rate. Children under 3 dine for free.

#### Pricing Policy

1. Occasionally price increases will come into effect to reflect changes in costs to the hotel. You will not be advised of price changes as they occur, however, irrespective of any increases, we guarantee that the prices you have been given will not fluctuate by more than 10% per calendar year.
2. After finalising the details the price agreed will not change, this price will be confirmed with you no earlier than 12 weeks prior to your wedding. Quotations can be provided before this point.
3. We cannot agree the price of fresh fish and certain seafood due to fluctuation, and prices will reflect market charges.
4. Prices are inclusive of VAT at the current rate unless otherwise stated.

#### Wedding Details

1. Details of your chosen menu should be given 12 weeks prior to your wedding. A minimum dining option of three courses applies to all weddings at Banff Springs.
2. An update on guest number must be provided to Banff Springs ten days prior to your wedding, with final numbers being provided seven days prior to your wedding date. Any decrease in numbers after this period will be charged at full price.
3. Wedding meals will be served no later than 5.00pm.
4. Children attending weddings should remain under parental / guardian control and remain seated during meal service for health and safety reasons.
5. The latest ceremony time is 1.30pm unless prior arrangement has been made with hotel management. For ceremonies above 48 guests, the Deveron suite is used for both your ceremony and your evening meal. Should the Hotel, for reasons beyond its control, need to make any amendments to your booking, we reserve

the right to offer an alternative choice of facilities.

#### Licensing

1. We have a licence available up until 1.00am. To utilise the licence until 1.00am it must be confirmed at the consultation appointment.
2. Proof of age will be required by bar staff if any guests appear under legal drinking age, and we reserve the right to refuse service to any person at the bar who is deemed to have consumed excess alcohol or is abusive in any way.
3. In the event that a Bar is not required, or where there is no evening reception, and the suite is required after 7.00pm on a Saturday, a room hire charge will apply (minimum £350).
4. Resident's bar available upon prior request.
5. We operate a strict alcohol policy and no beverage of any kind will be permitted on the hotel premises or grounds by the client or any of the clients' guests unless previously agreed in writing by the hotel. We reserve the right to add a charge for any food or beverages consumed without authorisation to your final wedding bill.

#### Accommodation Bookings

1. No more than 15 rooms can be held by a wedding party. Rooms will be allocated based on hotel availability; you will be allocated up to 15 rooms where available. Other than the rooms allocated to yourself, the remainder are given on a first come first served basis. Any rooms held in the bridal party's name less than 28 days prior to the wedding date must be allocated or released, otherwise they will be charged to your wedding bill.
2. All other guests can book their room directly with the hotel reservations team to benefit from preferential wedding guest rates.
3. Subject to availability, the hotel may be able to offer a preferential rate for a two or three night stay.
4. The maximum amount of rooms you can have in the hotel is 32, however, rooms over your allocation must be arranged by guests directly with reception.

#### Hotel Terms

1. Banff Springs reserves the right to carry out any upgrades or make amendments to its facilities without consulting clients.
2. The client is responsible for any damage caused to the property, contents or grounds by them or any of their guests attending the events and damage costs will be invoiced to the client.
3. The Hotel reserves the right to change the room hired in the event that numbers fall below the minimum requirement.
4. It is the client's responsibility to provide event security. An event hosting up to 199 guests will require two stewards and events hosting over 199 guests will require three stewards. Clients must ensure a Supervisor Licence is held by the stewards. If required, this can be arranged by the hotel and added to the client's bill.
5. The Hotel accepts no responsibility for any damages caused to guest vehicles or belongings howsoever caused.
6. All entertainment must finish by 12.50am.
7. The client is not permitted to bring home bakes including shortbread onto the premises, unless they are provided by a certified business who can provide us with copies of their Food Hygiene Certificate. There will be a minimum charge of £2.00 per person for this service.
8. The client is permitted to bring their own sweet confectionary on to the premises.
9. Alcohol miniatures are not permitted as favours at Banff Springs.
10. Banff Springs does not hold any responsibility for the assembly of wedding cakes. All cake boxes must be collected the morning after the wedding and we will not be held responsible for any boxes being mislaid after this time.
11. Any items brought into the hotel for your special day i.e. table plans, guest books, table decorations, must be collected the morning after the event and the hotel will not be responsible for any items uncollected after this time.
12. Confetti is not allowed within the hotel itself but can be used on the grounds away from the entrance to the hotel and must be bio-degradable.

**Cancellation**

- 1. The Hotel may cancel or terminate the event only in the following circumstances:
  - (a) The Hotel has reason to believe the booking may prejudice the reputation of the hotel.
  - (b) The contract has not been signed and returned.
  - (c) The Hotel facilities change or alter due to maintenance & repairs in unforeseen circumstances.
- 2. In the event of cancellation, the wedding couple must advise the hotel on all cancellations in writing. In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, please be advised that you will automatically forfeit your deposit and all monies paid in advance.
- 3. The below fees will be charged to the client based on the details provided by the client on the booking form and in reflection of the below timescales.

Cancellation 9 – 12 months prior to wedding	Payment due – 20% of estimated amount
Cancellation 6 – 9 months prior to wedding	Payment due – 30% of estimated amount
Cancellation 4 – 6 months prior to wedding	Payment due – 50% of estimated amount
Cancellation less than 4 month prior to wedding	Payment due – 75% of estimated amount
Cancellation less than 12 weeks prior to wedding	Payment due – 90% of estimated amount
Cancellation less than 1 week prior to wedding	Payment due – 100% of estimated amount

4. Rescheduling your wedding will incur the above charges which will be transferred as credit to your new wedding date.

A booking form and a signed copy of this Wedding Contract will be considered as the client's agreement to the terms and conditions outlined above. Please return both copies signed, a countersigned copy will be returned to you for your records.

*We have read and agreed to the terms and conditions as stated above.*

*Date of Wedding:*

*Number of Guests:*

*Banqueting suite required (Deveron or Moray):*

*Print Bride Name:*

*Bride's Signature:*

*Print Groom Name:*

*Groom's Signature:*

*Deposit Amount:*

*Date Paid:*

*Banff Springs Management Signature:*

*Print Management Name:*