

Name.....

Address.....

.....

.....

Telephone.....

Date of function.....

Time of Wedding (Church / Civil).....

Evening reception required (wedding only) ..... yes / no

Approximate numbers:- A.M..... P.M.....

## Conditions of Booking

1. Hotel charges for civil wedding ceremonies – price on application
2. Completion and return of booking form with £200 non returnable deposit to secure booking (deducted from final account)
3. Approximate numbers at time of booking, final numbers 2 clear days before the function. This is the minimum number that will be charged
4. Evening reception numbers must be submitted two days before the date. If no evening buffet is required a room hire charge of £200 is applicable.
5. Details of all menus to be finalised 1 month prior to event.
6. Accounts must be settled on or before the day of the function
7. All prices inclusive of VAT @ 20%
8. Credit cards are not accepted for banquets

I / We accept the above conditions of booking.....

Date.....

Please sign and return

**The Hundred House Hotel, Great Witley, Worcester WR6 6HS**

**Tel: 01299 896888 Fax: 01299 896588**

**Web: [www.100house.co.uk](http://www.100house.co.uk) E-mail: [brianofford@aol.com](mailto:brianofford@aol.com)**

# Terms and Conditions

## Cancellation Policy

In the event of a cancellation you will be liable to pay cancellation charges applicable to the total estimated value of the business booked

The scale of the charges are:

From 0 – 1 months	100%
From 2 – 4 months	75%
From 5 – 6 months	50%
From 7 – 9 months	25%

It is advisable that you take out an insurance cover to protect yourself against cancellation.

I / We accept the Terms of Cancellation

Signature/s .....Date.....

To be signed and returned with Booking Form