



Wedding Terms & Conditions

General

- All prices provided are valid for 6 weeks from the date issued or until a signed booking form is received and deposit paid
- We regret that all monies pre-paid are non-refundable and non-transferable
- All cancellations must be made in writing
- Please ensure that you collect all items i.e. cake, flowers, table decorations etc. and personal items upon departure unless otherwise agreed
- All rates quoted include VAT. If VAT changes, then final prices will reflect this change. VAT changes will not be reflected in payments that have already been paid.

Booking, Deposits and Cancellations

- Your booking is not confirmed unless a deposit of 25% of the quoted cost together with the completed and signed booking form has been received
- Remaining payments on the total booking value are as follows: -
 - 6 calendar months: 50% of total invoice due
 - 3 calendar months: 75% of total invoice due
 - 1 calendar month: 100% of total invoice due
- Full payment, final numbers, seating plan and food pre-orders are required 28 days before the wedding. Any decrease in numbers after this date will be charged at the full amount. Any further charges are to be settled the day after the wedding
- Cancellations:
 - 3 calendar months or less are charged at 50% of the total invoice
 - 2 calendar months or less are charged at 75% of the total invoice
 - 1 calendar month or less are charged at 100% of the total invoice
- As all payments are non-refundable we strongly recommend you take out wedding insurance in the event of cancellation
- It is your responsibility to book a registrar.

Set up, deliveries and appointments

- Set up and deliveries for weddings is from 8.00am on the day of the wedding.

Timings

- The bar closes at Midnight, unless agreed by prior arrangement
- Music ends at Midnight, unless agreed by prior arrangement
- Taxis and other transport should be arranged accordingly prior to the event
- A late licence and extended music playing may be arranged for which there will be an additional charge.

Food and Drinks

- Only food and drinks purchased from The House may be consumed on the premises. However, corkage can be arranged and the price is available upon request. Corkage will need to be agreed 3 months before the date of the wedding. All drinks to be provided by you will need to be delivered by 12 noon the day before the wedding
- All wines and drinks are to be purchased from our bar. Wines of your choice can be ordered by The House if prior notice is given. We can also arrange a wine tasting for these if necessary. The wine tasting will be charged accordingly
- Dishes on our menu are prepared using fresh ingredients, in the unlikely event of any unforeseen shortages of ingredients at the time of your wedding we reserve the right to substitute. We will of course contact you to discuss any required change of menu whenever possible
- All dietary requirements need to be clearly marked alongside any menu choices.

Entertainment

- If supplying your own entertainment all equipment must be PAT compliant and have public liability insurance.

Accommodation

- Check-in time is from 3pm. A non-refundable deposit of £50 per room is required to secure any room bookings. A credit/debit card will also be required for pre-authorisation upon booking. In the event of cancellation then the following charges will apply:
 - 2 calendar months or less are charged at 50% of the total invoice
 - 1 calendar month or less are charged at 100% of the total invoice
- We reserve the right to take payment from your card in the event of non-payment of the account, cancellation or for any loss or damage incurred during the stay
- Checkout is 11am. Room keys will need to be handed in to reception and all outstanding invoices cleared upon departure
- A discount for room bookings is offered and is dependent upon the number of rooms booked.

Marquees

- We welcome marquees in our garden. We ask that the marquee company has written agreement from The House for set-up and dismantling arrangements.

Damage and Liability

- Please note any damage, loss or breakages incurred by you and your guests will be your responsibility and will be charged accordingly
- We are happy to assist you with information on other local suppliers. Please note that your contract for goods or services from an outside supplier is with that supplier and The House cannot take responsibility for any lack of service or failure to provide goods from them

Confetti

- Biodegradable confetti may be thrown outside and in the gardens. The use of confetti inside The House is also permitted but may incur an extra cleaning charge.

Fireworks

- Fireworks, Chinese lanterns and pyrotechnics are allowed but these arrangements will need to be agreed with The House 1 calendar month before the event
- The use of rubber balloons is not permitted outside of the hotel or in the garden.

Children

- A number of our double rooms are spacious enough to accommodate travel cots. Please ask when making your booking for further details
- We welcome all children to our hotel but would ask that they are supervised by a responsible adult.

Marketing & Copyright

- The House reserves the right to take photographs of your event for marketing and social media purposes.

Exclusive use

- Exclusive use of the hotel rooms and grounds can be arranged. Price available upon request.

Ceremonies

- The House is not yet currently licenced to carry out civil ceremonies but is happy to assist with blessing ceremonies
- Cumbria registrar details:

Penrith Registration Office
Penrith Library
St Andrew's Churchyard
Penrith
CA11 7YA
Tel: 0300 303 2472
Email: registrationservice@cumbria.gov.uk

Opening Times:
Monday to Thursday 9.00am to 2.00pm
Friday CLOSED

- All information is correct at the time of print but may be subject to change.



Wedding Booking Form

PERSONAL DETAILS	
Bride's full name	
Groom's full name	
Contact telephone no	
Email	
Address	

WEDDING EVENT DETAILS			
Date of wedding		No of guests	
Event package chosen			
Food package chosen			
Beverage package chosen			
Total amount £		Deposit of 25% £	

SIGNATURES			
Name		Date	
Signature			
Name		Date	
Signature			
Name (The House)		Date	
Signature			