

# The Grand Pavilion

## ASIAN WEDDING PACKAGE 2012

### Terms & Conditions

#### 1. Pricing and Inclusions

Room Hire of the Grand Pavilion	(up to 900 guests)	£6,300.00
Room Hire for North Pavilion Only	(up to 350 guests)	£4,000.00

#### Included in quoted prices above:

1. Exclusive use of the Grand Pavilion for a 12 hour period e.g. 8.00am and 8.00pm
2. Use of the staging and dance floor
3. The delivery of the layout of the Pavilion in your chosen format and colour theme including tables, chairs, linen tablecloths, paper coloured slip cloths and napkins
4. Use of the Pavilion kitchen facilities for the preparation of food excluding deep fat fryers, chaffing buffet servers and mobile hot cabinets
5. One of our chef's will be on duty to assist your caterer's with any technical appliances
6. All crockery, cutlery, silver coup dishes and teapots, the cake stand and even washing up staff!
7. Lockable changing facility for the Bride
8. Free reserved car parking for all guests with directional guidance for them on arrival

#### 2. Additional pricing options and exclusions:

1. Extra function suite available for hire for £500.00 plus VAT, (subject to availability) for your Civil Wedding Ceremony, Breakfast or Tea.
2. Audio, lighting, projector screens, and visual packages are available with full technical on the day support for £500.00 + VAT, (subject to availability.)
3. 10 Star-Cloths available at £50.00+ VAT per cloth
4. Whilst we are amenable to you bringing in your own alcoholic beverages, the following corkage charges will apply:

- 70cl bottles of spirits £10.00 per bottle
- 1.5 litre bottles of spirit £20.00 per bottle
- Wine £6.00 per bottle
- Sparkling Wine £7.50 per bottle
- Champagne £10.00 per bottle
- Any other sized bottle of Spirits, Wines or Champagne will be charged pro rata.



# The Grand Pavilion

## ASIAN WEDDING PACKAGE 2012

### *Terms & Conditions*

5. Aside from those detailed above, no other alcoholic drinks will be permitted
6. Please note that glassware (including glass jugs) is not included.  
This can be hired as follows:

- The cost of each glass is £0.15p + VAT
- Glass Jugs £1.50 + VAT per jug

### **3. Kitchen Use: Terms and Conditions**

1. Your chosen caterer's will have to comply with Health and Safety requirements as detailed in the 1990 Food Safety Act 1990, and a separate letter will be sent to them for this purpose
2. All kitchen areas, washing up and "back of house" areas are to be left clean at the end of the function and will be inspected by the Duty Manager.
3. A kitchen deposit of £500.00 will be required at the time of booking which will be refunded within 2 weeks of your Wedding day providing the above is complied with.
4. Your caterer's will supply all of the kitchen staff and waiting staff.
5. Due to Health and Safety and Insurance legislation, Wicksteed Park Staff are only able to operate the dishwasher.
6. The management of external caterers will be the responsibility of the bridal party

### **4. Decorations and Entertainment: Terms and Conditions**

1. Your suppliers are responsible for setting the tables with crockery, cutlery napkins and any other table decorations
2. Any fabric decorations (star cloths, back drops, fairy lights etc) brought into the Pavilion must be fire retardant
3. Decorations will be inspected to ensure compliance to fire regulations
4. No fixings can be used that will cause damage to the building or its décor.
5. Access times to the Pavilion must be arranged in advance.
6. The time to decorate the room and to strip it down after the wedding **MUST** be included in the 12-hour booking.
7. Additional hours outside of the 12hr period will be charged at £100 / hour
8. You are able to bring in your own entertainment for your event.
9. Any electrical equipment that is bought into the Pavilion (i.e. DJ equipment) must be PAT (Portable Appliance Test) tested by a qualified electrician and documents submitted
10. A £15.00 deposit will be taken before the event for the bride's changing room key, which should be returned to the Duty Manager at the end of the function.



# *The Grand Pavilion*

## ASIAN WEDDING PACKAGE 2012

### *Terms & Conditions*

#### **5. Wedding Booking Conditions**

1. At the time of booking we require a deposit of £3,750.00 (which includes the kitchen deposit) to secure the date for the whole Pavilion together with the completed signed contract.
2. If hiring the North Pavilion only the deposit is set at £2,500.00.
3. This deposit is non refundable.
4. The final balance is payable one month before the wedding and all details must be confirmed by this time
5. The final balance will include room hire and any other additional costs with an estimated use of corkage.
6. The hirer will be liable for any damages and losses during the event and its contents by guests and any other parties in connection with the wedding.
7. Charges will be raised at full replacement cost, and additional charges may be raised to cover loss of business incurred as a result of the damage; together with any labour charges also incurred.
8. Wicksteed Park will not accept responsibility for any loss or damage to guests' property.

#### **6. Cancellation Policy**

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, we do reserve the right to charge the following cancellation fees unless a booking is obtained for the same dates on no less favourable terms:

1. From 31 days to 60 days notice - 75% of the estimated bill.
2. Over and above 60 days - non-refundable deposit of £3750.00.

