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## TERMS & CONDITIONS

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### ON CONFIRMATION AND AVAILABILITY OF BOOKING...

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#### PRICES

All rates quoted include VAT.

Menus and prices are subject to change annually. The prices quoted in these menus are only valid for the current year. Prices will be fixed once a quote has been agreed and deposit paid.

The White Hart Inn cannot be held responsible when wines or Champagnes noted on the wine list become discontinued. A comparable wine will be offered.

All prices are as quoted and no other discount, promotion or reward scheme will be applied in respect of this booking.

Bedroom rates are subject to change annually.

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#### AVAILABILITY

All rooms, facilities and rates offered by The White Hart Inn are subject to availability at the time of booking.

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#### NUMBERS

Provisional minimum numbers will be required from the client at the time of booking.

The allocation of bedrooms for guests will be coordinated solely with the clients. No deposit is required for bedrooms.

Guests will be expected to pay in full on departure.

At least 8 weeks prior to arrival, the client will provide The White Hart Inn with up to date guest numbers, final guest numbers.

All guests attending the function must be catered for during the wedding breakfast and we require that you cater for a minimum of 80% of your evening guest total.

You must provide us with your completed bedroom booking sheet four weeks before the wedding.

All 15 bedrooms at The White Hart Inn will be reserved as soon as Function deposit has been paid. Two executive suites will also be reserved the night before your wedding should you wish to use them.

**\*If for any reason all 15 bedrooms cannot be reserved for the date of the function then The White Hart Inn will inform the client prior to taking any deposit**

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*By signing you confirm that you have read and completely understood all stated terms and conditions.*

#### SIGNED

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## MINIMUM SPEND

### **The White Hart Inn reserves the following minimum spends**

Any Fridays or Saturdays during the months of April, May, June, July, August & September - £7,500.00

Any Fridays or Saturdays during the months of January, February, March, October, November & December or Sundays in April, May, June, July, August & September - £5,500.00

Monday – Thursdays during the months of April, May, June, July, August & September or Sundays in January, February, March, October, November & December - £4,500.00

Monday-Thursday during the months of January, February, March, October, November & December - £3,500.00

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## PAYMENT PLAN AND CANCELLATION

### **Payment Schedule as follows:**

Upon provisionally booking wedding with us, a reservations contract and terms & conditions will be emailed over for you to read through before going ahead and paying your deposit.

A non-refundable deposit of £1,000 is required to confirm the booking, which can be paid in two instalments of £500 with a four-week interval. We also require a signed copy of both the reservations contract and the terms and conditions to be returned to us before the booking is confirmed and we post your confirmation pack out to you.

**Please be aware your booking will not be confirmed until at least the first instalment of the deposit has been paid and we have received a copy of the requested documentation with both signatures.**

Card details will be required in order to secure bedroom reservations for your wedding date. These will be saved onto our secure hotel reservation system as a security deposit. No payment will be taken from the card unless any of the below circumstances occur.

- *A bedroom is reserved for your wedding and is cancelled without providing 24 hours notice.*
- *If a wedding guest leaves without paying for a bedroom.*
- *Any damages to the venue*
- *Soiling charges*
- *Damaged linen*

50% of the overall fee should be paid at least 12 weeks prior to the date of the function

Final numbers and payment are expected 2 weeks prior to the date of the function **(no refunds possible after this point)**

Final catering numbers must be given no later than eight weeks in advance of the function date.

Failure to make any set payments or within seven days of being requested to do so may result in cancellation of booking.

If you have not already had an estimate provided for your wedding requirements at the time of booking, you may request one at any time.

If between the time of booking and the date of cancellation no estimate has been requested your cancellation fee will be based on the minimum spend required for your wedding date.

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## Payment

Payment by cash, cheque, credit and debit cards as recognised by The White Hart Inn are acceptable. We do not accept American Express.

A non-refundable booking fee is required to confirm your function. Should you have to cancel your booking due to unforeseen circumstances the booking fee will not be refunded and a further cancellation charge will be applied. This will be based on the overall wedding cost from the most recent wedding invoice. If no invoice has been created it will be based on the minimum spend for the booking date.

Period of Cancellation Charges of rates quoted,

12 months or longer 10%	Between 2 and 4 months 75%
Between 6 and 12 months 25%	Between 2 months or less 100%
Between 4 and 6 months 50%	

If due to unforeseen circumstances you wish to change the date of your function we will charge an administration fee to complete all the relevant paperwork and secure a new date. The charges are as follows.

12 months or longer £95
Between 6 and 12 months £225
Between 6 months or less £455

If our prices have increased since your initial booking, the updated prices will apply to the new booking date.

**We strongly advise functions to consider third party Event Insurance.**

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## ARRIVAL AND DEPARTURE

Bedrooms will be available from 2pm on the day of arrival. On request, we can have up to two bedrooms available for early check in at 12pm for a supplement of £20 per room.

Bedrooms are to be vacated by 11am on the day of departure.

Your bedroom booking sheet will be required 4 weeks before your wedding date.

Any bedrooms that have been reserved for your guests will need to be paid for in full on departure. If any rooms fail to pay on check out you will be responsible for payment.

We require full payment for any rooms failing to provide at least 24 hours notice of cancellation.

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## CONTROLS

The Venue allows no outside music at any time and all windows, doors & bi folding doors must be closed whilst music/entertainment is taking place. Music may be played at a minimum level of background music whilst doors are open and Barbeques, Hog roasts etc. are taking place outside on the terrace. The venue reserves the right to judge acceptable levels of noise or behaviour of the Client, their guests or representatives and the Client must take all steps necessary for corrective action as requested by the Venue. In the event of failure to comply with management requests, the Venue may terminate the function without being liable for any refund or compensation.

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It is our policy not to discriminate on the grounds of race, colour, nationality, creed, sex, marital status, age, ethnic origin or disability. The Client, its employees, guests and all sub-contractors engaged by or on behalf of the Client are expected to adhere to this policy and the Venue may, without incurring any liability, remove from the Venue any person offending against this policy.

The Venue and the Functions it hosts are subject to statutory controls, including those relating to fire, licensing, entertainment, smoking, health, hygiene and safety. Clients and their guests and representatives must strictly observe these.

It is illegal to sell alcohol to people under the age of 18. We will require your guests to provide proof of their age. Acceptable forms of proof of age are as follows: Driving Licence, Passport.

Please remember that there is no automatic right to service of alcohol and anyone found buying or supplying alcohol for persons under 18 can be prosecuted and they may be asked to leave the premises. Prior consent by The White Hart Inn must be received for any entertainment or services contracted by the Client or for any display to be fixed. All displays must comply with statutory codes and regulations. All discos, Bands and Musicians must have a current Portable Appliance Test Certificate.

All outside contractors must be covered by their own Public Liability Insurance and PAT testing certificate, proof of this must be given to The White Hart Inn 2 weeks prior to the function. They must also sign a copy of our contractor agreement form.

The White Hart Inn may in its absolute discretion refuse access to any contractor.

The White Hart reserves the right to object to the employment of any unsuitable outside agent by the Client.

Any damages made to property of the venue must be paid within 14 days.

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## EXTERNAL PURCHASES

No wines, spirits, beers or food may be brought into the venue by the Client, guests or representatives for consumption or sale on the premises without the consent of The White Hart Inn.

If consent is given a charge may be made for this.

Alcoholic favours are not permitted under any circumstances.

Consumption of your own alcohol on these premises is strictly prohibited and is against our responsible drinking policy.

The White Hart Inn does not offer corkage.

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PERSONAL ITEMS

Any unused cake, decorations & items from the day will be saved overnight to be taken the morning after the wedding. If these items are not taken in the morning sadly we are unable to keep any cake and flowers in storage any longer than overnight.

Any personal belongings or items from the function left behind will be held in storage for 14 days and then if not claimed will be passed onto a charity.

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