



**TERMS AND CONDITIONS FOR WEDDING BOOKINGS**

The Atlantic Hotel asks clients to be aware that wedding bookings are conducted on the basis of our terms and conditions.

**1. CONFIRMATIONS**

A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days the Atlantic Hotel requires confirmation and a non-refundable deposit of £250.00. This booking is confirmed on receipt of the deposit.

**2. PAYMENTS**

Full payment is required 14 days prior to the wedding date; any additional charges incurred on the day of the wedding must be settled within 24 hours.

**3. CANCELLATIONS**

Should you have to cancel your booking you will lose your deposit. The client should confirm all cancellations in writing. Cancellations will be effective from the date of receipt of written confirmation.

**4. MINIMUM NUMBERS**

The Hotel reserves the right to set a minimum number in the day for the Conservatory at 50 and a maximum of 75. The minimum for the Function Room is 30 and the maximum is 45. With both rooms opened, the maximum number is 120. For the evening buffet, a larger number than this can be accommodated.

**5. CONFIRMATION OF NUMBER OF GUESTS**

Approximate numbers given will be confirmed by the Hotel at the time of booking. It is this figure that will act as the minimum number of guests to be paid for. Final numbers must be given to the Hotel at least 14 days before the wedding.

**6. FOOD AND BEVERAGE**

Each guest must be provided with a 3-course meal and a drinks package. We do not allow wedding cake to be served as a dessert, but can be added as an additional course. Evening buffets must be ordered for the total number of guests attending the evening function.

**7. DAMAGE**

The Client is responsible to the Atlantic Hotel for any damage caused by the Client or his guests, agents, employees etc.

**8. THEFT**

The Hotel is not liable for any loss or damage to guest's belongings and personal possessions within the Hotel premises how ever such loss or damage may have been caused. Guests are responsible for the protection of their own property and should keep their belongings with them and under their control at all times. Valuables may be deposited within the management for safekeeping and a receipt must be obtained for all valuables deposited.

**9. CORKAGE**

No wines or spirits may be brought into the Hotel by clients or guests for consumption on the premises. Miniatures are not allowed as wedding favours.

**10. WEDDING BROCHURE INFORMATION**

All information and prices in this brochure were correct at time of printing, and are subject to change without prior notice. Atlantic Hotel cannot accept responsibility for any errors or omissions. All arrangements featured in this brochure are subject to availability.

**11. DATA PROTECTION ACT**

Any information supplied to Atlantic Hotel, is held in accordance with the Data Protection Act 1984 and may be used by Atlantic Hotel to keep you informed of special offers and promotions we believe are of interest to you. We do not disclose personal information to any other organisation. If you would prefer not to be updated by our mailings, please let us know in writing.

**Signed Groom**.....

**Signed Bride**.....

**Print Name**.....

**Print Name**.....

**Date**.....

**Date of wedding**.....