

# YOUR WEDDING WITH HITCHIN PRIORY

## BOOKING CONDITIONS

The following prices and conditions are applicable with effect until December 2012.

### **DEPOSIT**

In order to secure your reservation, we require written confirmation together with a non-refundable deposit of £2000.00.

### **FACILITY FEE FOR USE OF HITCHIN PRIORY**

£2000.00 inclusive of VAT secures Hitchin Priory or The Priory Marquee and non-exclusive use of the Priory and park. Minimum chargeable numbers are 60 adult guests for Hitchin Priory and 100 adult guests for the Priory Marquee on Saturdays, reductions are available on Friday and Sunday.

Hitchin Priory does not entertain corkage facilities.

### **CIVIL CEREMONIES**

Hitchin Priory is licensed for civil marriage ceremonies. A fee of £600.00 is payable for this facility, in addition to the fee charged by the Registrar. If you wish to have a civil ceremony you should initially contact the Hitchin and Stevenage Register Office at Danes Gate, Stevenage, Herts SG1 1WW (tel 01438 316579) to confirm the availability of your chosen date and time.

### **PAYMENT TERMS**

A proforma invoice will be raised 8 weeks prior to the date of the Wedding covering the estimated cost of food and beverage, and a deposit of £500.00 to cover breakages and any damages, refundable within 21 days. This invoice must be paid in full, less the initial £2000.00 deposit, within 7 days of receipt. Account bars when not prepaid can be arranged when guaranteed to a credit card.

A final invoice, inclusive of any additional minor expenses, will be issued after the event to be settled within 21 days. **All payments by credit card incur a 2% administration charge.**

Final numbers of guests are to be advised 14 days in advance. Please note that this will be the minimum chargeable number.

### **PRICES**

All prices are subject to increase at the discretion of the Chartridge Conference Company.

### **CANCELLATION**

Hitchin Priory reserves the right to make a further charge of £2000.00 for a late cancellation within 8 weeks of the date of the function. We advise all wedding parties to insure against cancellation.

### **CHILDREN**

Hitchin Priory is a dedicated conference centre specialising in weddings at weekends. Because of the nature of the building and its grounds children, whilst welcome, are the responsibility of the host during their visit. Bedroom accommodation is not suitable for children.

Signed \_\_\_\_\_

Date \_\_\_\_\_