

# Ceremony and Wedding Reception Terms & Conditions

## Terms and Conditions

**Provisional Reservations** - Salmestone Grange is happy to provisionally hold a date for up to two weeks, by which time the relevant deposit to secure the booking date will be required.

**Changes in Booking** - Salmestone Grange requests that any changes to Ceremony or Reception times, booking postponement or cancellation must be given to the venue in writing.

**Wedding Insurance** - Salmestone Grange recommends that couples take out their own Wedding Insurance.

**Car Parking** - Salmestone Grange has its own car park and overnight parking is permitted (all car parking at the owners risk).

**Discount for Children** - Under 3 years - free of charge; 3-11 years - half price.

**Supervision of Children** - It is the responsibility of parents / guardians to supervise children at all times.

**Etiquette and Controls** - The management reserves the right to request DJ's and Live Bands to reduce noise levels if it is judged unacceptable.

Salmestone Grange Ltd expects its staff and members of the public to behave courteously at all times, whilst on the premises. Salmestone Grange Ltd reserve the right to close the bar if a member of staff is abused or assaulted by a member of the public.

**Menu Availability** - Please note that menus may vary subject to availability.

**Special Dietary Requirements** - Salmestone Grange is happy to discuss any special dietary requirements including vegetarian and children's meals. Please note that we will heat up milk and baby food in our microwaves, but we do not accept any responsibility if the item is too hot or if there are any food related illnesses.

**Wine** - We offer a good selection, please request our wine list for prices. Corkage is permitted on 70cl bottles of wine/champagne and by prior arrangement. No wines, spirits, beers or food may be brought into the venue or its grounds unless previous permission is given by Salmestone Grange Management, whereby a charge may be made.

**Licensed Bar** - until 11.30pm. Salmestone Grange Ltd has a company policy to encourage safe drinking and reserves the right to refuse alcohol from being served to a member of the public.

**Venue fee** - Secures exclusive use of Salmestone Grange's Reception areas for the duration of a Wedding Reception and does not include the apartments.

**Wedding Receptions** - A two or three course Wedding Feast is required prior to an Evening Party Wedding Reception on Saturdays during the High Season.

**Evening Party Wedding Reception** - Are only available with a buffet and must cater for a minimum of 50 guests.

**Informal Canape and Evening Party Wedding Receptions** - These are available Sunday - Fridays during the High Seasons and any day of the week during Low Seasons. Please note that all guests must be catered for during this function.

**CCTV** - Is in operation and is controlled by Salmestone Grange Ltd.

**Disclosure for trips, falls and injuries.** Salmestone Grange is an 800 year old venue and therefore we request that guests take care when visiting the venue.

**Credit Card Transactions** - Please note that credit card transactions carry a charge of 3% (No charge incurred for debit card transactions).

**VAT** - All prices include VAT (currently 20%)

**Deposit Payments** - To reserve a Ceremony at Salmestone Grange we will require a non-refundable deposit of £250 for Chapel Marriages and Chapel Blessings or £100 for Baptism Ceremonies and all non religious, Civil Ceremonies.

To reserve a Wedding Reception, we will require a non-refundable deposit of £250 plus an additional non refundable deposit of £500 six months prior to the Wedding date.

**Settlement of Account** - Is required 30 days prior to function date. Please note all payments are non-refundable.

For all other functions please refer to our General Functions Tariff and its Terms and Conditions.

Please note that these prices and Terms & Conditions are correct at the time of printing, apply to all bookings made after 1st May 2017 and may be subject to change.

A P E R F E C T V E N U E F O R A N Y O C C A S I O N