

Pearl Package: £40 Per Guest

This will be the simplest package of the three and will Include

Venue Hire

3 Course Meal with 1/2 Bottle of House Wine Per Guest

A Glass of Sparkling House Wine for Toasts & Speeches

Table Plan & Place Cards

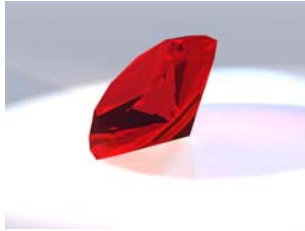
Complimentary Executive Room for the Wedding Couple

Full English Breakfast Served in their Room

Reduced Accommodation Rates for attending Guests.

£55 — Standard Room

£85 — Executive Room



Ruby Package: £70 Per Guest

This will be the Moderate package of the three and will Include

Venue Hire

3 Course Meal with 1/2 Bottle of House Wine Per Guest

Tea/Coffee

A Glass of House Champagne for Toasts & Speeches

Table Plan & Place Cards

DJ

Flowers (Agreed Amounts)

Table & Room Decorations (Agreed Amounts)

Complimentary Executive Room for the Wedding Couple

Full English Breakfast Served in their Room

Reduced Accommodation Rates for attending Guests.

£55 — Standard Room

£85 — Executive Room



Diamond Package: £110 Per Guest

This will be the most extravagant package of the three and will Include

Venue Hire

3 Course Meal with 1/2 Bottle of House Wine Per Guest

Tea/Coffee

2 Glassed of House Champagne for Toasts & Speeches

Table Plan & Place Cards

DJ

Flowers (Agreed Amounts)

Table & Room Decorations (Agreed Amounts)

Disposable Cameras on each table

Chocolate Fountain

Go Home Gift for Guests

Invitations (Selected Service)

Complimentary Gift from Splendid Hotels (Cake Knife or Guest Book)

Complimentary Executive Room for the Wedding Couple

Full English Breakfast Served in their Room

Reduced Accommodation Rates for attending Guests.

Terms & Conditions

1. Definitions

'Company' refers to Splendid Hotels Limited.

"Client" refers the person/s, firm/association/company wanting to use the various facilities offered by the Company.

2. Variations to the Price and Venue

2.1 All quotations are valid for 30days from the date of the quotation.

2.2 All prices quoted or listed by the Company are subject to change until firmed up with the Client signing the Agreement and agreeing to be bound by these Terms & Conditions. All prices will be subject to VAT and applicable Taxes and other Taxes will be charged at the prevailing rate. All Beverage prices are quoted at the prevailing Excise rates and in the event the Excise rates are changed before the service date, then the prices quoted will stand increased by the change in the Excise rate.

2.3 The Company reserves the right to vary the menu and wines/spirits specified in the Agreement or other correspondence with the Client in the event of unavailability of any item.

2.4 Full details of the Client's function/event/conference including choice of menu and rooming list must be received by the Company at least 21 days prior to the date of the event. In the event that this does not happen the Company will make appropriate arrangements on the Clients behalf. No menu changes will be accepted by the Company if requested within 14 days before the date of the function

2.5 The Company reserves the right to change the Venue of a booking. The Company will inform the Client and ensure that the new venue has comparable facilities. The Company will put up necessary signs to re-direct Client's guests to the new venue.

2.6 As part of some packages offered by The Company, a monetary allowance is made towards themeing, floral arrangements and entertainment. This allowance is based on a set figure and to be used in accordance with our preferred supplier list. Should the client not wish to utilise the services of our preferred suppliers, the allowance offered by The Company, is non transferable to a supplier of their choice, exchanged for money, or deductible from the total invoice amount.

3. Confirmation of Booking and Payment Schedule

a) Confirmation of Booking

3.1. All bookings / reservations will be regarded as provisional until contract and booking deposits are received from the Client.

If the signed Contract is not received within 7 days from the date of issue, then the Company reserves the right to cancel/delete the reservation without informing the Client.

3.3 If the Agreement stipulates that in addition to the deposit referred in clause 3.1 above, the Client has to pay further amounts to the Company, then the Client is obligated to adhere to the dates and make the additional payments on the due dates. If the additional payments are not received on the due dates then the Company may cancel/delete the booking/reservation. The Company will inform the Client accordingly.

3.4 A booking deposit of £500 is required to hold a provisional booking with the property. This will made refundable to the client for a period of 28days following the booking. If written confirmation is not received within 28 days of the provisional booking being made, the company reserves the right to cancel the provisional booking and the client will therefore forfeit their deposit.

3.5 A completed booking form outlining details of both the Bride & Grooms full contact details is required additional to the written confirmation of your booking.

3.6 During the months of May to September inclusive and December, a minimum numbers policy applies. If your booking does not meet the company's minimum numbers requirement an additional charge will be levied.

Name of Function Room	Maximum Capacity	Minimum Numbers Required

- 3.7 If your numbers fall below your minimum numbers after the written confirmation of your booking has been received the following charges will be levied by the company.

Reduction of Numbers	Charges
Upto 10% Reduction from agreed numbers	No Charge
Between 10% - 20% Reduction	25% of Menu Price for each cancelled guest.
Between 20% - 30% Reduction	50% of Menu Price for each cancelled guest
Over 30% Reduction	75% of Menu Price for each cancelled guest

b) Payment Schedule

- 3.8 a) A booking deposit is required as outlined in point 3.4 above.
 b) A subsequent payment of 40% of the total value of the event must be paid 5 months prior to the event date.
 c) The outstanding balance is payable no later than 2 months prior to arrival.
 Failure to meet the payment schedule and the Company may deem the function to be cancelled and the cancellation policy will apply. The Company follows a very strict policy on credit and if payments are not received within 15 days from the date of the invoice then the Company will initiate legal proceedings for the recovery and will recover interest (at 3% over base rate) and legal costs from the Client.
- d) If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only Visa, MasterCard, American Express, Maestro or Switch cards will be accepted. The card must be produced by the signatory prior to the event and a credit card authorisation form completed. Events costing less than £2500 must be paid in full, by credit / charge card prior to the event.

4. Cancellation Charges

a) Cancellations

All cancellations must be communicated to the Company in writing. The percentage calculations will be based upon the total potential invoice for the entire function/event for the numbers as stated in the Agreement and will include Room hire, Food & Beverage, Accommodation and charges for any Equipment ordered for the function/event.

Cancellation by the Customer

- 4.1 Should you cancel your booking a charge must be made equivalent to any loss suffered by the venue. Costs incurred for any equipment hired by the venue on your behalf will be added to any cancellation fee.
- 4.2 In the event of a confirmed reservation being cancelled by the Client, the Company will charge the Client a Cancellation Charge which will be calculated as follows:

If cancelled before 6 months from the date of the function/event – NIL

If cancelled between 6 months and 4 months from the date of the function/event – 40%

c) If cancelled between 4 months and 62 days from the date of the function/event – 75%

If cancelled less than 62 days from the date of the function/event – 100%

Cancellation by the Venue

4.3 The venue may cancel the booking at any time and without any obligation to you in any of the following circumstances:

4.4 If the venue or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the venue's control.

If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part of your assets.

If you are more than 30 days in arrears with payment to the venue or the Company for previously supplied services. If the event may, in the venue Manager's reasonable opinion, prejudice the reputation of the venue..

5.0 Clients use of Company Premises

The Client agrees to be bound by all reasonable instructions and Rules & Regulations of the Company in relation to the event.

The Client agrees to indemnify the Company against any claims arising from any act by anyone using, attending or connected with the function/event. Should the Company be involved in any expense legal or otherwise in connection with the function/event the Client will reimburse the Company for any amount so incurred.

5.1 The Client will be liable for the cost of repairs carried out as a result of any damages caused to any part of the Company's premises or equipment by the negligence or wilful act or default of any person/s connected with the function held by the Client. In case the damage to Company's' property is such that it would lead to the Company not being able to honour its commitments to a third party the Company will recover from the Client such consequential loss of revenue and any costs associated with cancelling/rescheduling subsequent events.

5.2 The Client undertakes that it will ensure that all its employees, agents, licensees, customers or others connected with the function will comply with all the rules and regulations of the Company and in particular Fire & Safety, Health & Hygiene and other relevant laws of UK.

5.3 The Company reserves the right not to admit any employee/agent/invitee/connected person of the Client to any function being held at the Company, if the Company believe that it would be detrimental to its business or property. The Company's decision will be final. (A preferred supplier list is available for the client to view)

5.4 The event will finish at the agreed time and no extensions will be allowed unless agreed to by the Company. Any extension may incur additional charges which the Client will have to pay.

Please safeguard your property. The venue will not accept any liability for the following, loss or damage to your property, death or illness of or injury to persons unless caused by the venue's negligence.

Unless the hotel is liable as referred to in (5.5), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event.

You are advised to consider your insurance cover in respect of (a) above.

6.0 General

Goods and services may not be bought or sold on the premises without the General Manager's prior written consent in which case additional terms and conditions will apply. No tickets whatsoever may be sold at the event.

The hotel name, logo and telephone number and the name "Intercontinental Hotels Group" or "Holiday Inn" or "Express by Holiday Inn" may not be used in any advertising or other publicity without the prior written consent of the General Manager.

No signs, displays, posters or other material may be fixed to the walls of venues rooms without the prior authorisation of the General Manager.

If the contract includes your employing the services of an outside contractor you will indemnify the hotel against any loss or damage to property to death or illness or injury to any persons and against all claims, costs, demands, proceedings and damages arising there from. Any outside contractor employed by you must report to the duty Manager at the hotel and sign the hotel's standard Contractors Indemnity Form. The venue reserves the right to refuse access to any contractor in appropriate circumstances.

Entertainment: The company reserves the right to restrict noise levels throughout the event. Dry Ice or smoke machines cannot be used.

The Company reserve the right to not permit any Entertainer / Entertainment Company on property if we feel within reasonable doubt they will not adhere to company policy as outlined in these terms and conditions. We, the company therefore recommend that you the client contact the company prior to your event/function to advise of your choice of entertainment.

7. **Licensing**

A bar license extension may be applied for on the Client's behalf and will be charged for extra. Provided that all criteria to complete a special occasion license are met the company will apply for the extension on the client's behalf.

8. **Force Majeure**

The Company shall incur no liability to the Client if performance of this Agreement is prevented or hindered by any case whatsoever beyond the Company's control and in particular but without prejudice to the generality of the foregoing by Act of God, war, riot, civil commotion's, Government controls restrictions or prohibitions or any other Government act or omissions whether local or national, fire, flood, subsidence, sabotage, accident, strike, or lock out and shall not be liable for any loss or damage resulting there from suffered by the Client.

9. **Car Parking**

Special arrangements can be made with the Hotel, where applicable.

Terms & conditions subject to change at the company's discretion

.....
.....
CLIENT NAME

DATE SIGNED

.....
.....
COMPANY AND TITLE

DATE OF EVENT