

A Wedding Day at the Royal Inn

Terms & Conditions

Costs

For use of our facilities for a wedding ceremony, reception or post-wedding celebration the charges are dependent upon the day and time of year you choose to hold your wedding.

The Venue Hire prices quoted are for any Saturday between April - October 2018 .

Weddings on any other days of the week are discounted which can be discussed with our wedding team.

Venue Hire

Please note that venue hire at The Royal Inn is not subject to Vat and that our standard hire period allows access from:

Friday & Saturday: 12.00 am to 1am

Monday to Thursday: 12.00 am to 12.00 midnight

Sunday: 12.00 am to 10.30pm

Extensions are unavailable due to license restrictions

VENUE - What's included in the venue hire

Guidance and advice on all aspects involved in the planning of your day
Guidance and advice on all aspects involved in the planning of your big day.

Exclusive hire of our Garden room & Parkview garden

A comprehensive meeting between yourselves, our in house events manager and head chef.

A senior member of staff on hand on the day to ensure the smooth running of your event

Food and Drink tasting with our head Chef and events Manager

Disabled access and toilet facilities

CATERING

Our kitchen here at the Royal is proud to use the very best hand-picked produce available to create beautiful menus befitting your special day. Their sample menus should help to inspire with a range of dishes created to complement the sense of occasion. However if you have any specific requirements you would like to discuss in more detail, call our events manager Kerry Mclean on 02089853321, he will be more than happy to answer any of your questions to ensure that together we create your perfect day.

Drink

The full wine list is included in the brochure. Any other drink requests can be arranged with the events manager and tailored to your needs.
(Drink Prices are inclusive of VAT)

Comprehensive Guidance, Advice & Support

At the Royal Inn we are aware that each wedding is a very special and unique occasion and therefore offer no set packages. Instead we pride ourselves on providing a truly personal service.

We are also very aware that this can be a daunting experience. Our aim is to take all the pressure, stresses and strains away and make your day as enjoyable, exciting and relaxed as you wish:

Our events manager will arrange a detailed run-through meeting with you to discuss and plan your day in depth. This takes place approximately 6-7 weeks before your Wedding Day.

In the meantime the team here at The Royal Inn, are available to answer any queries you may have about your day – no matter how small or big they may seem! Remember the chances are that we will have heard the question before!

Three days prior to your Wedding Day we ask you to drop off your table plans, place settings, favours etc. and then leave the rest to us. On the Big Day, our events manager at the Royal Inn will ensure your day flows smoothly and on time.

We will ensure your Wedding Day at The Royal Inn exceeds your expectations!

Additional Costs not included in minimum spend

Evening light & sound equipment hire for Live Music	£350
Damages Deposit	£300
Staff set up & service	£600
Table Linen / extra tables & chairs	TBC

Payment and Cancellation Conditions

A payment of £1,000 will confirm the booking. Balance of the hire fee is to be paid 2 weeks prior to the hire date. Bookings made within 21 working days of the function date are to be paid in full on confirmation.

In the event of cancellation of a booked function: the deposit is non-refundable and if less than 90 days' notice is given to cancel a booked function.

Please note that venue hire fees for private functions are **NOT** subject to VAT, all additional services provided are subject to VAT.

Venue Hire Reduced Rates

There are discounts available on all our hire charges for any weddings that take place Monday-Thursday on any week in the year which we can discuss on an individual basis.

Damage and Liability

The Hirer shall be held responsible for any losses or damages sustained in respect of the premises, furnishings, utensils or equipment. Whether the same be caused wilfully or by negligence or default and shall be liable for the cost of replacement or repair plus compensation for loss of business caused thereby. Damages Deposit required of £300

Guests

Guest's behaviour and well-being are the responsibility of the Hirer at all times. Final number of guests attending a function must be confirmed 7 days prior to function date.

All guests must depart from the venue and premises within 20 minutes of the end of the function.

Hirer and guests have access **only** within the times agreed by management

**Saturday Venue Hire Rates 2018 April-October
December 2017**

Function room hire – seated 40, standing 120

This option offers exclusive use of our upstairs function room from arrival until close (1 am latest)

Room Hire fee £750

**Part pub hire, garden room & back garden - Seated
90, Standing 250**

This option offers exclusive use of the garden room and back garden from arrival until close (1am latest)
This option is available year round with the addition of a heated marquee to seat up to 150

Saturday

Minimum spend on food & drink
£15,000

