

# A Wedding Day at the Royal Inn on The Park

## Terms & Conditions

### Costs

For use of our historic building for a wedding reception or post-wedding celebration the prices are dependent upon the day and time of year you choose to hold your wedding.

The Venue Hire prices quoted are for a Wednesday or Friday from April - October 2024. Prices for other periods during the year are available on request.

Our standard hire rate is for 9 hours from 3pm until 12am. Extensions can be made which will cost a little extra. Access is available on the day of your wedding from 8am for any decorating or setup that you may wish to do yourself or for any deliveries. Access on the previous day is included in the room hire fee for any item drop offs you may require.

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

### Venue Hire Rates

#### **Function Room Hire – Seated 50, Standing 120**

This option offers exclusive use of our upstairs Function Room and bar from arrival until the end of the evening (12 midnight latest)

**Wednesday - Friday: £960**

**Saturday £1200**

#### **Part Pub Hire, Garden Room & Back Garden – Seated 120, Standing 150**

This option offers exclusive use of the Garden Room and Back Garden from arrival until the end of the evening (12 midnight latest)

**Wednesday or Friday: £1,200**

## **Minimum Spend Rates**

### **Function Room Hire – Seated 50, Standing 120**

This option offers exclusive use of our upstairs Function Room and bar from arrival until the end of the evening (12 midnight latest)

<b>Wednesday</b>	<b>Drinks Min: £2000</b>	<b>Food Min: £1500</b>
<b>Thursday</b>	<b>Drinks Min: £2000</b>	<b>Food Min: £1500</b>
<b>Friday</b>	<b>Drinks Min: £3000</b>	<b>Food Min: £2000</b>
<b>Saturday</b>	<b>Drinks Min: £3000</b>	<b>Food Min: £2000</b>

### **Part Pub Hire, Garden Room & Back Garden – Seated 120, Standing 150**

This option offers exclusive use of the Garden Room and Back Garden from arrival until the end of the evening (12 midnight latest)

<b>Wednesday</b>	<b>Drinks Min: £4000</b>	<b>Food Min: £2000</b>
<b>Friday</b>	<b>Drinks Min: £6000</b>	<b>Food Min: £4000</b>

All food and beverages will be provided by The Royal Inn on The Park.

## **Venue - What is included in the venue hire**

Our experienced team will give you 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.

Evening sound equipment for DJ.

Food and Drink tasting for two people with our head Chef and events Manager.

## **Catering**

Our kitchen team here at the Royal Inn on The Park use the best hand-picked produce available to create beautiful menus befitting your special day. John Longland and his team of Chefs have created a choice of sophisticated menu options to suit different tastes and budgets, with each plate perfectly presented. Our menus should help to inspire with a range of dishes created to complement the sense of occasion.

### **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 on The Park, we are aware that your wedding is a very special and unique occasion and 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 8 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 on The Park will ensure your day flows smoothly and on time.

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

### **Additional Costs not included in Venue Hire Rates**

Damages Deposit	£300
Staff set up & service Function Room	£450
Staff set up & service Garden Room	£900
Additional Hourly Venue Hire	POR
Door Supervisor (9-hour venue Hire)	£160
Table Linen / extra tables & chairs	POR
Previous Day Setup Hire Charge	POR
Stretch Tent Removal/Marquee Hire	POR

### **Payment and Cancellation Conditions**

Payment for the Venue Hire Rate will act as your deposit which is non-refundable, and the signing of the Terms and Conditions will confirm your booking.

The balancing payment for all catering requirements, drink pre-orders and additional extras is to be paid 8 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 the cancellation of a booked event, the deposit is **Non-refundable** if a notice period of under 12 weeks' is given.

### **Venue Hire Reduced Rates**

There are discounts available on all our hire charges for any weddings that take place on a Monday and Tuesday on any week in the year which can be discussed 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 damage 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 always the responsibility of the Hirer. Final number of guests attending a function must be confirmed 7 days prior to the function date.

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

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

**Declaration and Acceptance of Terms and Conditions**

I hereby understand and accept all The Terms, conditions and spend requirements set out by The Royal Inn on The Park in this document for our function booking on.....

Signed by The Hirer,

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Signed by The Royal Inn on The Park

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