

Wyboston Lakes Limited

Wedding booking form

- The Civil Wedding Ceremony fee of £500.00 is payable in full at the time of booking and is non-refundable.
- An initial deposit of £950.00 inclusive of VAT is required when booking a reception. This deposit is also non-refundable.
- A further deposit of £500.00 is also required to cover breakages and damages. If unused this will be refunded within 21 days of the wedding having taken place. This deposit is due eight weeks prior to the wedding.
- Final balance is also due eight weeks prior to your wedding. The invoice must be paid in full, less the initial deposit, within seven days of receipt.
- Cancellation charges apply from 12 months prior to your wedding (see terms and conditions overleaf).

Name (Bride):	_____
Address:	_____ _____
Postcode:	_____
Email:	_____
Home tel. no:	_____
Work tel. no:	_____
Mobile no:	_____

Name (Groom):	_____
Address:	_____ _____
Postcode:	_____
Email:	_____
Home tel. no:	_____
Work tel. no:	_____
Mobile no:	_____

Date of Event	_____	Please enclose a cheque for:	_____
<input checked="" type="checkbox"/> Please tick chosen Event		£ _____	Initial Deposit (£950.00)
<input type="checkbox"/> Civil Ceremony & Reception		£ _____	Civil Ceremony (£500.00)
<input type="checkbox"/> Wedding Reception only		TOTAL £	_____
Please make cheques payable to Wyboston Lakes Limited			

Signed (Bride): _____ Date: _____

Signed (Groom): _____ Date: _____

CONFIRMATION OF THIS BOOKING WILL BE SENT TO YOU.


WybostonLakes
Celebrations

Wyboston Lakes Limited

Wedding terms and conditions

Thank you for choosing Wyboston Lakes as your wedding venue.

In order to secure your booking:

- Please confirm in writing
- Complete and sign the terms and conditions below
- Complete and sign the booking form overleaf
- Return them with your payment to: Wedding Services, Wyboston Lakes, Great North Road, Wyboston, Bedfordshire MK44 3AL

The following terms and conditions apply.

Deposit

A non-refundable deposit of £950.00 (inclusive of VAT) is required in order to secure your booking.

Venue Hire Charge

A fee of £1,750.00 (inclusive of VAT) secures use of The Willows, Wyboston Lakes Hotel or Robinson Executive Centre at Wyboston Lakes and use of Wyboston Lakes' grounds. White chair covers and a selection of coloured sashes are included in the venue hire price.

Catering

We endeavour to offer you the highest quality of food and drink at all times, and whilst our menus are flexible on content, we are not able to compromise on the quality of food offered, therefore menu and drinks package costs are fixed. *NB. An additional supplement will apply should you decide to choose the 'Selection Menu' where guests can choose from two starters, two main courses and two desserts.*

The menu and drinks packages for your wedding breakfast cannot be reduced in number after the final pro-forma is sent. We are, however, happy to reduce the number we cater for at your evening reception by a maximum of 20% (i.e. we will cater for no less than 80% of your evening numbers).

Bar extensions are available at an extra charge after midnight. The latest available extension is until 2.00 am, (subject to prior approval by the local Licensing Authority).

Please note that we require a minimum spend on venue hire, food and alcoholic beverages of £8,000. This excludes the additional cost of bedrooms and discretionary spend at the bar.

Customers are not permitted to supply their own alcohol under any circumstances.

Civil Ceremonies

Wyboston Lakes is licensed for Civil Marriage Ceremonies. A fee of £500.00 (inclusive of VAT) 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 Bedfordshire Register Office, Pilgrim Centre, 20 Brickhill Drive, Bedford, MK41 7PZ. **Telephone 0300 300 8089** to confirm the availability of your chosen date and time.

Signed: _____

Date: _____

Signed on behalf of Wyboston Lakes Limited: _____

Date: _____

Wyboston Lakes reserves the right to alter the décor and appearance of any of its rooms.

Payment Terms

On confirmation of booking - £950.00

6-12 months prior to wedding - 25% of total anticipated charges

4-6 months prior to wedding - 50% of total anticipated charges

2 months prior to wedding - final balance based on anticipated charges

A pro-forma invoice will be raised nine weeks prior to the date of the wedding covering the estimated cost of food and beverages. The invoice will also show a deposit of £500.00 to cover breakages and damages which, if not used, will be refunded within 21 days of the wedding having taken place. This pro-forma invoice must be paid in full, (less the initial £950.00 deposit) within seven days of receipt. A bar account, when not prepaid, can be arranged if guaranteed with a credit card.

A final invoice, inclusive of any additional minor expenses, will be issued after the event which must be settled within 14 days.

Final numbers of guests must be advised 28 days in advance. This will be the minimum chargeable number.

Prices

All prices are subject to change at the discretion of Wyboston Lakes Limited.

Cancellation

In the unfortunate event of a cancellation, the following charges will apply: Cancellations between:

6-12 months prior to wedding - 25% of the total anticipated charges

3-6 months prior to wedding - 50% of the total anticipated charges

1-3 months prior to wedding - 75% of the total anticipated charges

Less than 30 days prior to wedding - 90% of the total anticipated charges

Anticipated revenue is the total estimated value of business, based on numbers given by the client on confirmation. In all instances, notification of cancellation must be made in writing and will be effective on the date received by Wyboston Lakes Limited. We advise all wedding couples to insure against cancellation.

Children

Wyboston Lakes Limited specialises in weddings at weekends. Because of the nature of the building and its grounds (which includes lakes), children, whilst welcome, are the responsibility of the host throughout their visit.

