



## *Terms and Conditions*

### **In order to confirm your booking we require:**

- The booking form to be completed and signed
- The terms and conditions to be signed
- Please return to Wedding Celebrations, Wyboston Lakes, Great North Road, Wyboston, Bedfordshire, MK44 3AL

The contract is between Wyboston Lakes and yourselves and does not include any other person or organisation that you book rooms, meals or facilities for. You accept responsibility for paying all charges, including any extra charges, arising under this contract. You may not transfer your rights or responsibilities under this contract to any other person or organisation.

### **The following are the terms of the contract between yourselves and Wyboston Lakes Limited:**

#### **Deposit**

Wyboston Lakes required a non-refundable deposit of £1,000 (inclusive of VAT) at the time of confirming the event.

#### **Venue Hire**

A fee of £7500 (inclusive of VAT) secures the use of the venue for up to 500 guests (for over 500 guests please see the additional terms).

The venue hire charge includes the following:

- Exclusive use of the Executive Centre including use of the 2 dining spaces (Conlan restaurant and conference room), lounge area, 2 courtyards and 2 prayer rooms, for additional rooms please see the incidentals list
- Round tables, will seat up to 10 people - we can supply up to 50 tables
- Banqueting and restaurant chairs - we can supply up to 500 chairs
- Kitchen, refer to incidentals for inclusive equipment
- Access to the building from 7am for set up and catering team, potential of a shared kitchen until 9am due to prior night business
- Use of the building for the event from 11am until 7pm - we can extend these times to suit your wedding; the cost for this is £100 per hour
- Free parking
- Free WIFI



## Venue

Wyboston Lakes will have a manager onsite to assist with any queries relating to the building, i.e. turning the lights on or changing the temperature etc.

Wyboston Lakes will set the venue with the tables and chairs but will not be responsible for dressing the venue, setting or resetting the venue.

No animals or pets of any kind, except guide dogs, are allowed on our premises.

Any waste left by the caterers or the wedding party is subject to charge.

## Behaviour on our premises

You must make sure that members of your party and anyone visiting you or your party on our premises behave in such a way that they do not cause a nuisance or unreasonable disruption to Wyboston Lakes Limited, our employees or anyone else using or visiting the Centre.

Any children under the age of sixteen attending must be suitably supervised by responsible adults during their stay. If children are left unsupervised at any time, the event organiser or booker will immediately be asked to rectify the situation. In extreme cases, we may ask the individual family or carers and children to leave without refund or compensation of any kind. You agree to pay any loss or liability of any kind to us or any other person caused by

members of your party. If any damage caused by your party prevents bedrooms or other facilities being used whilst damage is made good, you will be charged for any revenue lost during this period. We advise that you are fully insured against all losses or liabilities- we can supply information about insurance if necessary.

We cannot accept responsibility for loss of or damage to property or vehicles belonging to you or your party, however caused. This includes deliveries received by us on your behalf or on behalf of other parties attending your event.

## External Caterers

Wyboston Lakes requires copies of the following from your chosen catering company at the time of confirming your event:

- Current, in date Public Liability Insurance certificate for no less than £10,000,000.
- Contact information
- List of equipment they are bringing onto site
- Food Safety Policy
- A signed copy of our indemnity form

Wyboston Lakes will not store any food prior to the event; this is to be brought with your caterers on the day of the event. No food is to be left at Wyboston Lakes after the event.



## Drinks

There is a fully licensed bar in the center which will remain closed unless otherwise requested prior to the wedding. The bar will be covered with screens if not required. Alternatively we can clear out the bar of all products and can be used by you on the wedding to serve drinks. The cost to have the bar cleared is £150, this does not include glassware, ice, lemon or any other ancillaries or stock.

Alternatively the bar can be open on the day on a cash/card basis, or you can pay for a bar tab of X amount. We would then operate the bar fully providing stock, ancillaries, staffing and you would not need to pay the £150 clear out fee but Wyboston Lakes would keep the revenue generated from the bar.

## Prices

All prices are subject to change at the discretion of Wyboston Lakes and any prices agreed between Wyboston Lakes and you should not be discussed.

*Signed (customer):* \_\_\_\_\_

*Name (customer):* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Date of function:* \_\_\_\_\_

## Payment Terms

- On confirmation of booking - £1000
- 6 months prior to wedding  
50% of anticipated charges
- 3 months prior to wedding  
100% of anticipated charges
- Final numbers must be advised 28 days in advance.
- Payments can be made by credit card up to £2500
- Any amounts exceeding £2500 will be subject to a 2.5% fee
- No cash payments over £500.

Damages and cleanliness deposit of £1000 is held and returned once the venue has been inspected by the management team and are happy with the condition it has been left in.

## Cancellation

We have the right to alter or cancel a booking that we cannot keep if the reasons for that are beyond our control. If this happens we will use all reasonable efforts to offer an alternative. If you need to cancel or postpone your booking, the following charges will apply:

- 12-6 months prior to wedding – 25%
- 6-3 months prior to wedding – 50%
- Less than 3 months prior to the wedding – 100%



WYBOSTON LAKES