

Wedding and civil partnership terms and conditions

1. Confirmation of booking

A provisional booking is normally held for 14 days unless alternative arrangements have been agreed. A provisional booking places neither party under obligation to confirm the booking. The provisional booking will be released if we do not hear from you within 14 days of the booking.

2. Deposit and payment

A minimum deposit of 50% of the estimated total (room hire with any agreed additions) is required to confirm your booking. This deposit is non-refundable and non-transferable. Final details will be agreed 6 weeks before the event with the full and final payment, including full payments of the drinks packages, due at this point.

3. Cancellation charges

In the unfortunate event that you have to cancel or postpone your confirmed booking, The Town Hall will make every effort to resell the space on your behalf. However we reserve the right to charge a cancellation fee against the total contracted business and projected spend. Cancellation within 26 – 6 weeks of the event: 50% of total value will be charged. Cancellation within 0 – 6 weeks of the event: 100% of the total value will be charged. You must verbally notify The Town Hall immediately of any cancellation, postponement or partial cancellation, followed by confirmation in writing. Cancellation is from the time of receipt of written confirmation.

4. Prices

Please note that bookings confirmed more than 6 months in advance may be subject to a price increase.

5. Drinks packages

You will inform The Town Hall of your approximate number of guests at the time of booking. Final numbers of guests must be confirmed not less than 6 weeks prior to the event. The Town Hall will work out the number of guests to be contracted from these numbers. If there is a shortfall in attendance The Town Hall will charge the full agreed rates.

6. Number of guests

If you have not agreed a drinks package, the final number of guests must be confirmed not less than 28 days prior to the event.

7. Loss or damage

Any loss or damage of The Town Hall property by a client, or an agent acting on behalf of a client, or a guest invited by a client is the responsibility of the client. The costs making good any such loss or damage will be charged to the client.

8. Miscellaneous

The Town Hall reserves the right to amend the contract without obligation by reason of strike, lockout, fire, restrictions of deliveries or any other special circumstances beyond the control of The Town Hall.

