



BUDOCK VEAN

THE HOTEL ON THE RIVER



TERMS & CONDITIONS FOR FUNCTIONS AT BUDOCK VEAN

(Functions over 20 Guests)

DATE OF FUNCTION

TYPE OF FUNCTION

We would be grateful if you would ensure that you carefully read through the terms and conditions, which apply to your function at Budock Vean and sign and return one copy, which indicates that you are in acceptance of these.

1. A deposit of £300.00 is required to confirm your function. In the unfortunate event of it being cancelled for whatever reason, we will refund in full the deposit if it is cancelled anytime up to 6 months prior to the date of the event.

Three months prior to the event we will require a further deposit of 50% of the total estimated expenditure, based on a budget, which we will submit to you. If you cancel after this date we reserve the right to retain this deposit should we be unable to re-sell the date. For this reason we strongly recommend that you purchase insurance cover. The remaining balance will be due 30 days after the function date.

2. To secure any accommodation booked a deposit of £50.00 per adult per room is also required to confirm the accommodation held.
3. We will only serve the hotel's own wine and beverages at any functions booked.
4. Should external contractors e.g. florists etc be used, the hotel accepts no responsibility for any breakages or losses incurred during or after the function. In addition all external contractors' equipment must be collected within 48 hours of the event. In the event of it not being collected within an agreed deadline, the hotel reserves the right to dispose of any items left.
5. It is important to note that no children under the age of seven are permitted in any of the public areas of the hotel after 7 pm other than the designated areas for the function, unless the hotel is taken over on an exclusive basis.
6. Hosts should also note that function guests must be aware that the Cocktail Bar and Lounge areas are reserved for hotel residents and evening diners after 7.00 pm unless the hotel has been taken over on an exclusive basis.

Please note that when the hotel has not been taken over on an exclusive basis gentlemen are required to wear a jacket and tie in the cocktail bar and in the main restaurant after 7pm.

7. Afternoon functions in the main restaurant must be vacated by 5.00pm.
8. Hotel takeovers are based on a minimum expenditure by the client. This will be based on a minimum number of room bookings to be stipulated and agreed with the hotel management, which will be in addition to any self catering accommodation. In addition the minimum spend for any evening function on food is to be **£15.00 per person**, this is based on a minimum of 80 guests. Should these requirements not be met an appropriate additional hire fee will be charged.
9. In the event of any guests' behaviour being unacceptable i.e. disruptive, drunken or abusive we reserve the right to refuse to serve them drinks and if necessary to request that they depart.
10. Should there be a requirement for any items to be retained e.g. menus etc, the hotel must be pre-advised.
11. The use of mobile phones in public areas is not permitted.
12. The hotel is completely smoke free, including all public areas.

Should you have any queries regarding the above please do contact us.

I have read, understood and agree to the terms laid out above

Signed

Please Print Name

