

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
- return them with your payment to: Laura Footner, Wyboston Lakes Limited, Potton House, Wyboston, Bedfordshire MK44 3BA.

The following terms and conditions apply.

Deposit

A non-refundable deposit of £750.00 (inclusive of vat) is required in order to secure your booking.

Venue Hire Charge

A fee of £900.00 (inclusive of VAT) secures exclusive use of 'The Willows' at Wyboston Lakes and non-exclusive use of Wyboston Lakes grounds. White chair covers can be provided at a cost of £200.00 with coloured sashes at £100.00.

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.

The menu and drinks packages for your wedding breakfast cannot be reduced in number. We are happy to reduce the number we cater for at your evening reception by a maximum of 10%.

Bar extensions are available at a charge of £250.00 per hour after midnight. The latest available extension is 2.00 am if granted by the Licensing Authorities.

Please note that we require a minimum spend on venue hire, food and alcoholic beverages of £7,500. This excludes the additional cost of bedrooms and discretionary spend at the bar.

Wyboston Lakes does not entertain corkage facilities and 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 £390.00 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 01234 290450 to confirm the availability of your chosen date and time.

Payment Terms

On confirmation of booking - £750.00

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 9 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 any damages which, if not used, will be refunded within 21 days after the date of your wedding. This pro-forma invoice must be paid in full, less the initial £750.00 deposit within 7 days of receipt and prior to the wedding date. 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 to 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 in advance between:

6 and 12 months - 25% of the total anticipated charges

3 and 6 months - 50% of the total anticipated charges

1 and 3 months - 75% of the total anticipated charges

Less than 30 days - 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 during their visit.

Signed:

Date:

Signed on behalf of Wyboston Lakes Limited:

Date:



WybostonLakes
Celebrations