

BOOKING TERMS AND CONDITIONS

Once you have provisionally booked your wedding/event date at **The Duke of Richmond** we will hold your reservation for 14 days and can only confirm the booking once the full deposit is paid (hire charge).

Once you have confirmed your booking we will work closely with you to help arrange your special day. Approximately 6 weeks before your wedding/event we will contact you to arrange an initial meeting to discuss your special day and run through all The Duke of Richmond has to offer. Following on from this we will contact you a month before your event to invite you to an optional food/wine tasting (charged at 50% off) and finalise the final details for your wedding/event. A full pre order and seating plan is to be finalised 14 days before your event. From the details obtained at the initial meeting we would then like to offer a payment structure as follows:

1. Deposit of hire charge to be paid to confirm the booking. There is no service on the hire charge
2. Two weeks before the Wedding/event - balance of linen, food and pre-ordered drinks to be paid
3. Bar Tab must be paid on the day
4. Minimum spend must be reached and if not the difference will be added to the bill or produce can be purchased on the night to take away e.g bottles of wine/champagne etc
5. There is a service charge of 15% on all food, drink and linens.

Additional Information

- Our Terrace closing time is 9:30pm
- After 9:30pm our outside smoking area allow maximum four people at any time
- No drinks outside after 10pm
- No live music/dj or microphones can be used. We have full control on volume at all times due to being in a residential area
- Last orders are at Midnight and all guests must leave quietly and be off the premises by 12:30am (taxis are recommended to be pre-ordered to contain noise level)
- Any deliveries to the pub (i.e. cake, decorations or flowers) are arranged in correlation with The Duke of Richmond's opening hours
- Collection of decorations and belongings to be taken at the latest the next day in correlation with The Duke of Richmond's opening hours

Cancellation

Any cancellations must be in writing. In the event of cancellation the following charges will be applied:

- Full deposit back 8 weeks before the event
- Half deposit back 4 weeks before the event
- Zero deposit back 7 days before the event. We will take the full deposit to cover costs and loss of bookings.

Please Note:

The Duke of Richmond cannot be held liable for any inconvenience, loss or damage to property whilst on the premises other than that caused by negligence of our staff.

There will be a charge for any damage to **The Duke of Richmond** incurred during the event. **The Duke of Richmond** reserves the right to increase prices for all products listed as indicated by our suppliers and market forces and to pass them onto our customers. We will of course write and inform all customers of any increases on our pricing at the first available opportunity.

With the exception of cakes or items agreed (we will need ingredient lists prior to the event) with your contact (ie. Corkage) neither the wedding party nor their guests shall bring any food or beverage on to the property.