

## *Terms and Conditions of Booking*

- The confirmation of your function / event requires a non-refundable payment of the venue hire charge (weddings £500.00) within 14 days of booking. Bookings will be cancelled if the required amount is not paid by this time.
- Confirmation of numbers attending the function shall be required at least 7 working days prior to the function. This number will then be the minimum number of guests for which you will be charged.
- White linen tablecloths and white 3ply paper napkins are supplied as standard. Any variations are subject to availability and will incur an additional cost.
- All buffets are left out for no longer than one and a half hours, to avoid potential food hazards.
- We reserve the right to alter the menu selection and prices according to market demand, without prior notice. All prices include VAT.
- There will be NO food or alcohol aloud for consumption on the premises unless authorised by the venue management.
- In the interests of Health and Safety, the use of alternative catering suppliers is not permitted.
- The booking of entertainment or DJ's is your responsibility. We do ask that you advise us of this chose. It is essential that you check they have liability insurance, and all equipment has been electrically tested and has a valid certificate. We will require a copy of their certificate.
- The use or throwing of confetti or similar products is not permitted inside the building.
- Cheques can only be accepted up to 4 weeks prior to your event.

- The client will be liable for loss or damage to the Masonic Hall's property including walls, light fittings and equipment, and shall indemnify the Masonic Hall against any loss or liability arising from your function. The management will charge a Security Bond of £200.00, which will be returned in the case that there has been no malicious damage having occurred or been caused by any guest at your event.
- Not under any circumstances will the Masonic Hall condone or tolerate the verbal or physical abuse of any of its members of staff.

### **Cancelations:-**

In the event of cancellation by the client, the following cancellation charges will apply.

- Cancellations 6-12 months in advance – 25% of total anticipated charges or all monies received, whichever is the greater.
- Cancellations 3-6 months in advance – 50% of total anticipated charges or all monies received, whichever is the greater.
- Cancellations 2-3 months in advance – 75% of total anticipated charges or all monies received whichever is the greater.
- Cancellations less than 8 weeks in advance – 100% of total anticipated charges or all monies received whichever is the greater.

All cancellations must be followed up with written confirmation of the cancellation. Charges may still be incurred until this has been received.

We reserve the right to retain any monies received or cancel functions should any unacceptable breach of contract be entered into. The Masonic Hall regrets that it cannot accept responsibility for inclement weather conditions affecting attendance at any function.

These terms and conditions replace all previous and we reserve the right to amend them at our discretion.

Should you have any questions that have not been answered in this brochure, please do not hesitate to contact our Events Manager, Fiona by phone: 01270 661195, 0782899051 or Email [bookings@acaciasuite.co.uk](mailto:bookings@acaciasuite.co.uk)



## *Congratulations*

Many congratulations to you on this very special occasion and thank you for considering the Acacia Suite as the venue for celebrating your Special Day. Whilst this brochure takes you through the many choices available to you, we are very much aware that this day should be the way you want it, we are therefore very happy to discuss all your requirements in order to ensure that this Special Day is just that.

## *Civil Ceremonies or Civil Partnership*

We have a unique and inspirational room in the Masonic Lodge which is non-denominational and available for both freemasons and non-freemasons alike and will enhance this Special Day.

The Registrar must be booked by **you** with the Registry Office and cannot be organised by staff of the Masonic Hall.

Should you wish to provisionally reserve a date for your Special event we are happy to hold this date for 14 days after which a non-refundable deposit is required.

## *Catering Information*

Only food and drink purchased through our caterers may be consumed on the premises unless previously approved by the hall management.

If you have any questions or if we can be of any further assistance, please do not hesitate to contact our Events Manager Fiona by phone: 01270 661195, 0782899051 or Email [bookings@acaciasuite.co.uk](mailto:bookings@acaciasuite.co.uk)

We wish you the very best with your preparations for your Special Day and every happiness for the future.

At around 12 weeks before the date of your wedding a member of our team will contact you to arrange an appointment with one of our team. During your appointment you will discuss all the important details of your Special Day such as food choices, confirmed numbers, a full run through of the day, any special requirements and timings. After your appointment, an estimated bill will be drawn up and sent to you via post.

We kindly ask that the final balance stated on the estimated bill is paid 8 weeks before the date of your wedding. You can however, alter your numbers up to 72 hours before the date of your Special Day. If your numbers do increase after the estimated bill has been processed, we do ask for the additional guests to be paid for in full at the time of increasing. If your numbers decrease after the estimated bill has been processed, the extra monies owed to you can be used on the bar at your discretion or a refund will be issued after the event.

Planning your special day can sometimes feel like a daunting task and our experienced event co-ordinator is available should you have a query, need any help with planning, advise on table plan logistics or just a little reassurance.

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