



## Warren House Booking Conditions for Wedding Clients – Exclusive Use

It is our intention, always, to provide the highest standard of customer service and facilities to ensure the success on our part of every booking made at Warren House.

These terms and conditions apply from the date of the confirmation letter from Warren House. Upon confirmation a deposit of **£3000.00** (unless already paid) is required as is a credit card number for guarantee against additional charges and any damage caused to the property. A further **£3000.00** is to be paid three months prior to the wedding. The remaining balances of proforma accounts are to be settled at least **ten working days prior** to the function date. Any extra costs will be settled on day following the function.

Warren House has an exclusive hire charge of **£10,000**. This **exclusive** wedding package includes the following:

\*Exclusive use of Warren House (including 46 bedrooms on an individual charge basis) from the morning of the wedding day to the morning of the following day (Persons not attending the wedding will not be permitted on the premises.)

\*Full coordination and design of the event

\*A total of **five** complimentary bed-nights which may be allocated on Friday or Saturday

\*Full English Breakfast for all Warren House residents

\*Dressing of the entertainment room, including chair covers and bows for the ceremony room, entertainment room **or** dining room. Additional chair covers can be ordered for a secondary room at an additional charge.

\*Complete table plan design (Linens, Menus, Place Cards, Master Table Plan, Table Cards)

\*Complimentary menu and wine tasting for the Bride and Groom

\*Warren House stage and dance floor

\*Free Car Parking

\*All equipment hire: i.e. projector, screen, PA system and stereo

\*Wireless Broadband Internet access

\*Use of leisure facilities: Gym, swimming pool, (Leisure facilities will close upon commencement of ceremony)

Family and friends of the Bride and Groom that wish to attend the menu tasting will be charged £60.00 per person.

Guests requesting rooms beyond the **five** complimentary rooms will be offered a special rate of £140 including VAT for double rooms and £120 including VAT for single rooms, including breakfast. These rates will also apply for rooms requested by wedding guests for Friday and Sunday night.

In the unlikely event of a cancellation, Warren House staff must be notified in writing. The company, Warren House Conference Centre Limited, will retain the deposit and charge cancellation as detailed below. However, if we are able to resell the space a full refund will be given.

**Period of notice:**

**Between 4 and 6 months**

**Between 2 and 4 months**

**Between 1 and 2 months**

**Less than 1 month**

**Initial deposit will be retained**

**40% of anticipated revenue**

**70% of anticipated revenue**

**90% of anticipated revenue**

Warren House requires confirmation of the final number of guests attending the function no later than **ten working days prior** to the event. The amount payable by the customer shall be calculated on this final number or the numbers actually attending whichever is the greater. No refund can be made after the event.

The maximum number of guests that we can accommodate in the main dining room is **100**.

We will endeavour to make the bedrooms available from 2.00pm on the day of arrival and request that bedrooms are vacated by 11.00am on the day of departure.

**It is not the policy of Warren House to permit guests to supply wines, spirits or food for consumption on the premises.**

If a wine, champagne or liquor has been requested that is not listed on our wine / drinks list then the guest will be expected to pay for the total number of bottles ordered. Any left over can be taken by guest on departure.

The customer is responsible for the rooms, their furnishings and equipment. Any damage incurred will result in a charge to remedy such action. We reserve the right to escort any guests from the premises, who, in the opinion of the management are causing excessive disruption or damage. We regret that we are unable to accept responsibility for the property of guests.

Noisy or rowdy behaviour in the gardens of Warren House will not be tolerated. Access to the main lawn area of Warren House is restricted after 8pm in the evening. The garden area outside the Dining Room will also be restricted after 10pm. Warren House is a no smoking property.

Evening entertainment must take place in The London Room. Strict limitations for noise levels are in place at Warren House and suppliers must adhere to them.

**EVENING BAR FACILITIES:**

- i. The evening bar (in the London Room) will close at **12 midnight**
- ii. The management reserve the right to withdraw 'bar' services at their discretion.

**A service charge of 12.5% will be added to your account at your discretion.**

We request that at the end of the evening departing guests leave the premises as quietly as possible to ensure no disturbance to our immediate neighbours.

Should Warren House for whatever reason not meet its obligations under its Terms & Conditions and other contractual Arrangements as expressly agreed, any deposits shall be refunded without delay.

**Please sign below to confirm your understanding and acceptance of the above terms and return to Warren House.**

Client Name (Block Capitals): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Warren House, Warren Road, Kingston upon Thames, Surrey, KT2 7HY  
Telephone: 020 8547 1777 Facsimile: 020 8547 1175

Function Name & Date: \_\_\_\_\_

Credit Card number and expiry date: \_\_\_\_\_