

Guyers house

Pickwick, Corsham Wiltshire SN13 0PS
Tel: 01249 713399 Fax. 01249 712801

Email: weddings@guyershhouse.com Website: guyershhouse.com

WEDDING BOOKING FORM - 2011

Name of Bride:.....(*Mobile*).....

E-mail Address.....

Name of Groom:.....(*Mobile*).....

E-mail Address.....

Address:.....

.....(*Home Tel*).....

Name and Address to whom the account should be sent:

.....

.....(*Tel*).....

Date of Wedding:.....

Number of guests attending the wedding breakfast.....

Number of additional evening guests.....

Will bedrooms be required? (Previous night).....(*Wedding Night*).....

Are you having a Civil Ceremony? Yes/No Time:.....

Other ceremony? Yes/No (Please specify).....*Time*.....

Whereabouts.....

Will you be hiring a marquee? Yes/No:.....(MarqueeCompany name).....

Will it be a freestanding or extension marquee?.....

RATES - 2011

Guyers House Booking Fee:

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For the day of the wedding exclusive use is from 11.00am.

<i>November – April</i>	£1,575.00 + VAT
<i>May – October</i>	£2,625.00 + VAT
<i>December</i>	£2,100.00 + VAT
<i>Midweek</i>	£1,575.00 + VAT

A reduction of £300.00 incl VAT on the Guyers House Booking Fee will be given on your final invoice should the number of adult guests exceed 130.

Ceremony Fee, including alternative wedding ceremonies:

<i>Up to 49 guests</i>	£ 350.00 + VAT
<i>50 to 80 guests</i>	£ 400.00 + VAT

We have four rooms licensed for civil marriages.

Please remember that you will have to contact the Wiltshire Registration District direct and arrange the date and wedding details. The telephone number is 01225 713007.

Provisional Bookings

Provisional bookings may be held for a maximum of 14 days. If during that time another couple would like the same date, you will have first refusal but may be asked to decide sooner.

CATERING

Wedding Breakfast:

The minimum menu cost is £39.00 (incl VAT) per person.

Minimum number of adults required are as follows;

<i>November – April;</i>	35 adults
<i>May – October;</i>	75 adults
<i>December;</i>	55 adults
<i>Midweek;</i>	55 adults

The maximum number of guests that we can cater for in a freestanding marquee is 180 and the maximum, total number of guest for the evening festivities is 200.

Corkage:

<i>Per 75cl bottle of wine:</i>	<i>Still</i>	<i>£ 15.50 (Incl of VAT)</i>
	<i>Sparkling</i>	<i>£ 20.50 (Incl of VAT)</i>
	<i>Champagne</i>	<i>£ 23.50 (Incl of VAT)</i>

ACCOMMODATION

Guyers House has 38 bedrooms, 34 of which are doubles. Your guests are very welcome to stay the night before the wedding and can check in after 6.00pm.

As you have exclusive use on the wedding, a minimum of 20 bedrooms are required to be booked on the wedding night.

Guests are required to check out by 11.00am on the morning after the wedding. Individual bedroom reservations should be made directly with Guyers House.

Prices shown are for 2011. All prices may be subject to change: -

<i>Single occupancy including full English Breakfast</i>	<i>£ 71.00 (Incl of VAT) per night</i>
<i>Two people in a Superior double-bedded room including full English breakfast</i>	<i>£112.00 (Incl of VAT) per night</i>
<i>Two people in a standard double-bedded or twin room including full English Breakfast</i>	<i>£ 102.00 (Incl of VAT) per night</i>
<i>Cot Hire</i>	<i>£ 15.50 (Incl of VAT) per night</i>
<i>Z Bed (For children under 12 years)</i>	<i>£ 22.50 (Incl of VAT) per night</i>

RESTAURANT

Your guests are very welcome to dine in the restaurant the night before the wedding. Dinner is served between 7.00pm and 9.00pm. If you have a large number of guests, a private dining room can be arranged.

Guyers House Restaurant serves Sunday lunches from 12.30pm to 2.30pm and wedding guests are again most welcome.

MISCELLANEOUS

We regret that fireworks are not permitted at Guyers House. Amplified music is permitted in the Ballroom but not in a marquee or in the grounds.

You will be invited to Guyers House for a meeting to discuss all of the wedding arrangements approximately 3 months prior to the wedding. We regret however, that these meetings cannot be held out of office hours.

TERMS

Payment

1. *A deposit of 50% of the Guyers House Booking Fee + VAT @ 17.5% when booking in 2010 will be required to confirm the booking. Please make cheques payable to Donnington Castle Conferences Ltd. (Nov – April = £925.32, May – Oct = £1,542.19, Dec = £1,233.75 & Midweek = £925.32). If booking takes place after January 4th 2011 the VAT will increase to 20% on the booking fee. All other prices quoted on this form include VAT @ 20%. The deposit will not be refunded if a cancellation is made within nine months of the wedding, unless the date is re-let.*
2. *Bookings will be deemed to be accepted when we send written confirmation and a receipt for the deposit. Please return all pages of the completed booking form with the deposit.*
3. *An invoice for the Ceremony Fee (if applicable) and the Catering Costs (including VAT) will be due for payment 21 days prior to the wedding. This can be paid by cheque, BACs or credit card, however the later will incur a 2% surcharge. Any additional items will be due for payment on the day following the wedding.*
4. *We regret that no refund will be given once the invoice has been submitted.*
5. *Notification of any additional numbers must be made at least 5 days prior to the wedding.*

General

6. *No permission will be given to erect any marquee unless the supplier is approved by Donnington Castle Conferences Limited.*
7. *Donnington Castle Conferences Limited accepts no liability for the acts or omissions of any suppliers of wedding services engaged by the client.*
8. *The client will be held liable for loss or damage, to property and or personal injury caused by the client, its employees or agents.*

.....
(Signature)

.....
(Date)