

Function Terms & Conditions

We are pleased that you have chosen the Tontine Hotel as the venue for your special occasion.

These Terms & Conditions should be read in full before the non-refundable deposit is paid. Your Function will not be confirmed until your **non refundable deposit** has been received and paid in full. Once your deposit has been paid you are bound by the Terms and Conditions for your confirmed booking.

Required Deposit

Ardgowan Room	£350.00
Garden Room	£100.00
Adam Room	£100.00

Room Hire Charges

Ardgowan Room

Any Menu Under 85 Adult Covers	£150.00
Any Menu Over 85 Adult Covers	Complementary
Conference (Hire only) Half Day (up to 5 hours)	£450.00
Conference (Hire only) Full Day (e.g. 9-5pm)	£600.00
Room Hire Full Day + Evening	£850.00
Room Hire Evening Party	£300.00
Surprise Wedding Ceremony (during existing function)	£100.00

Adam/Garden Room

Any Menu Under 30 Adult Covers	£60.00
Any Menu Over 30 Adult Covers	Complementary
Conference Hire Half Day (up to 5 hours max)	£150.00
Conference Hire Full Day (e.g. 9-5pm)	£250.00
Room Hire Full Day + Evening	£400.00
Surprise Wedding Ceremony (during existing function)	£100.00

Final Numbers & Details

The final number and any menus drinks etc of guests attending the function must be given **no later than 7 days prior event**.

Party Packages

Please note that our party packages are for evening events only, and can gain entry to the Ardgowan Room from 7pm

Children

Children under 11 years may have half portions of the main meal at half price or order from the kid's menu

Whilst children are in any part of hotel and in particular the toilet area, they must be at all times within sight of an accompany adult.

Please note any children under 16 years who are attending a function must vacate the hotel by 11PM.

Ardgowan Bar

The Ardgowan Bar will only be open if you have booked over 85 guests.

Cancellation by the client – *The hotel reserves the right to make the following charges where there is a cancellation of a confirmed reservation:*

At no point will the deposit be refunded (with the exception of a cancellation made by the hotel).

The hotel's decision is final regarding anticipated charges raised for cancellations. The hotel must be notified in writing of any cancellations. The confirmed date of cancellation will be the day on which the cancellation letter or email is received by the hotel.

Cancellation by the Hotel

The hotel may cancel the reservation if: -

1. The hotel or any part of it is closed due to circumstances outside its control
2. The client becomes insolvent or enters into Liquidation or receivership
3. To avoid breach of these Terms and Conditions
4. If the booking might prejudice the reputation or cause damage to the hotel

In such an event, the Hotel will refund any advance payment (including deposit) but will have no further liability.

Payment

The final bill is to be settled on departure of event by a single payment. Any deposit paid will automatically be deducted from bill.

Other events at the Hotel

There may be another event or a wedding taking place at the hotel on the same day.

Miscellaneous

1. The hotel always requires one point of contact in which to deal with to avoid confusion.
2. Only food & beverage which has been purchased direct from the hotel may be consumed on premises. Any alcoholic beverage found consumed, whilst not purchased from the hotel will be confiscated and charged at £30 per bottle, we do not allow outside catering brought into the hotel.
3. We do not permit own bottles of alcohol to be brought into the hotel (i.e. corkage). No alcohol miniatures are permitted.
4. All alcoholic gifts must be kept at reception area or in guest bedrooms and are not to be consumed in the hotel's public areas.
5. Entertainments, Flowers & Cake are solely the responsibility of the point of contact. The hotel will be glad to provide contact numbers of professionals we currently work with.
6. We kindly request that no items are secured directly onto our function hall walls i.e by cello tape or blue tack, as they may destroy the paintwork.
7. You will be liable for the cost of repairs carried out as a result of damage caused to any part of the premises or equipment thereon, by negligence, wilful act or default of any person invited by you or on your behalf to the hotel. This will be in form of invoice after the event.
8. The hotel's policy on all types of confetti, wedding rice or candles/ naked flames is that we do not allow use of these items within the hotels grounds & building.
9. Our preference is for decorations to be collected on the day of the event. If your function is an evening event, decorations can be collected no later than 10am the following morning. As the hotel does not have storage facilities to accommodate left over decorations, they may be removed from the premises if left behind for an extended period of time.
10. We kindly request that no items are secured directly onto our function hall walls i.e by cello tape and blue tack, as they may destroy the paintwork.
11. Bands and DJs are not permitted in the Adam and Garden Rooms.
12. The Hotel does not permit transferring of chairs (with chair covers) from one function suite to another during the event due to health & safety. All rooms are set up the night prior to event.

PLEASE DATE, SIGN AND RETURN TO HOTEL.
Please SIGN BELOW

Date:

Print Name:

Sign Name:

Date of function: