



WOODHORN
find yourself

Your Wedding Day Agreement

Please Note:

We would like to advise you to read the following "Terms & Conditions of Hire" before you decide on the venue for your wedding. They apply to all bookings at Woodhorn & must be agreed to by the hirer either in writing or via e-mail prior to any confirmation.

Booking Conditions:

A provisional booking may only be held for **14 DAYS**, after which time failure to submit written confirmation and a deposit payment for this booking will allow the space to be released or resold. Our standard minimum deposit is 25% of the total function requirements, which is a non-refundable payment. The final balance is payable **21 DAYS** in advance of the wedding day.

Final Numbers and Arrangements:

Confirmation of final arrangements including menu choice and special dietary requirements, must be confirmed to Woodhorn at least **21 DAYS** prior to the date of your wedding. Final numbers must be given no later than **21 DAYS** prior to your wedding day. This represents the number used to calculate your final account, payable in full the following week. Up to **7 DAYS** prior to the date of your wedding, you have the option to increase the numbers attending your event by a maximum of 10%. This is subject to prior agreement with the management team and will be charged at the standard rate.

Accommodation:

All packages offer storage facilities for the bride and groom on the day of the wedding, unfortunately we are unable to offer accommodation on-site. However, for a fee we can arrange an overnight stay at a nearby hotel if so desired.

Amendments:

Should Woodhorn for reasons beyond its control, need to make any amendmets to your booking, we reserve the right to offer an alternative choice of venue or facility.

Prices:

All prices are correct at the time of issue and inclusive of VAT at the prevailing rate when the final payment is due.

On The Day:

Other events may occur on the same day, including the possibility of another wedding. Please respect everyone's right to be on the premises on the same day.

General:

Woodhorn reserves the right to approve any external entertainment or activities which you have previously arranged, and cannot accept liability for any resulting costs for the entertainment.

Food & Beverage:

Woodhorn will not be liable for any failure or delay in providing facilities, service staff or food and beverages as a result of events outside or beyond its control.

Client Statement:

I, the client have read, understand and agree to the statement above and will adhere to the terms and conditions as laid out.

Signed	Full Name
Dated	Event Date
Address	Numbers Attending
.....	

Please return to:

WOODHORN ~ FUNCTIONS & VENUE HIRE
NORTHUMBERLAND MUSEUM, ARCHIVES & COUNTRY PARK
Q.E. II COUNTRY PARK, WOODHORN
ASHINGTON, NORTHUMBERLAND
NE63 9YF
01670 528080
functions&venuehire@woodhorn.org.uk



WOODHORN ~ General Wedding Booking Information

Date of Wedding		Toastmaster	
Day of Wedding		Hirer	
Time Required		Address	
Rooms to Use			
Bride			
Groom		Postcode	
Bride's Father		Tel No.	
Bride's Mother		Mobile	
Groom's Father		Email	
Groom's Mother		Adults	
Best Man		Children	
Chief Bridesmaid		Infants	
CEREMONY			
Venue		Ceremony Time	
Numbers Attending		Arrival Time	
Room Layout		Approx Duration	
DRINKS PACKAGE			
Package Chosen		Service Venue	
Package Items		Service Time	
Numbers		Items	
WEDDING BREAKFAST			
Venue		Service Venue	
Adults		Sit Down Time	
Children		Service Time	
Infants		Special Items	



Adult Meals		Choice	Number	NOTES
Starter				
Main Course				
Dessert				
Children's Menu			Number	NOTES
Starter				
Main Course				
Dessert				
Vegetarian Menu			Number	NOTES
OTHER INFORMATION				
Napkins			Table Plan Required?	
Flowers			Top Table Numbers?	
Colour Scheme?			Guest List Required?	
Receiving Line?			Use Our Cake Stand?	
Speech Order?			Use Our Cake Knife?	
Gifts Required?			Highchairs Required?	
EVENING RECEPTION				
Venue			Arrival Time	
Items Required			Bar Timings	
Entertainment			Service Time	
BUFFET MENU				
NOTES				