



DURRANT HOUSE HOTEL

A STAY TO REMEMBER

*Let us make
your special day
a day to remember*

The Durrant House Hotel is the largest hotel
in North Devon with 125 en-suite rooms.
Enjoy what our package has to offer you:

- We are licensed to hold Civil Ceremonies at our hotel.
- Our Honeymoon Suite is equipped with a jacuzzi bath and 4 poster bed.
- Excellent cuisine with superb choice of menus.
- Beautiful reception area for greeting your guests.
- Relax and enjoy our poolside location for your photographs.
- Catering from 25 to 300 people.
- Reduced rates for overnight guests.
- Ample parking.

*Offering you a day
to truly remember*

Contact our function co-ordinator for your
Wedding Package or make an appointment
to view our magnificent hotel.

01237 472361

www.durranthousehotel.com

Durrant House Hotel, Heywood Road,
Northam, Nr Bideford, Devon EX39 3QB



CONGRATULATIONS

The Happy Couple

Name:

Name:

The Wedding Date:

The Durrant House Hotel

The management and staff of The Durrant House Hotel would like to take this opportunity to congratulate you on your forthcoming wedding and to wish you both all the very best for your future life together.

Your wedding reception is a very important part of your day, both for yourselves and us. We offer an extensive choice of menus and wines and will be able to offer you our expert advice when you make your choice.

As well as catering for your reception we are pleased to be able to offer help with seating arrangements, floral decorations or any special requirements you have in mind.

Some of your guests will probably be travelling to your wedding, we can offer favourable discounted rates for their stay.

Whether it is a quiet intimate gathering, renewing old vows or a traditional full wedding celebration, The Durrant House Hotel and its dedicated team of experienced professionals have the knowledge and expertise, gained over the years, to ensure that every detail will have been covered.

We also have dedicated function rooms and a civil ceremony wedding licence at the hotel to provide you with the complete package. So let us look after the organisation and co-ordination of your day from the initial booking to the time you leave.

We will be close at hand in the run up to the big day itself to discuss everything with you and available for advice when needed. Remember, this day is all about you, so if you have any specialist requirements or suggestions then we will do all we can to accommodate your desires, always endeavouring to make your wedding day as personal and individual as you both are.

We look forward to welcoming you to The Durrant House Hotel.



Durrant House Hotel Heywood Road Northam Bideford Devon EX39 3QB

Tel: 01237 472361 Fax: 01237 421709

Vat No: 810 543367 Company No: 4754034

PRE WEDDING PAMPER PACKAGES

Your wedding day is one of the most treasured days of your life with plenty of memories and photos to look back on.

At R&R Spa we want you to look and feel your best on your special day.

You can choose from a variety of packages to help to relax, prepare and pamper you.

Our Therapists at R&R Spa are able to conduct a full consultation to make sure the experience is as stress-free as possible and to create your dream look for your big special day.

Hen Parties at R&R Spa are a great way to have fun with your bridesmaids for a pre wedding treat.

Relax, Revitalise, Replenish, Refine, Rejuvenate at R&R Spa.

Make Up Options

- **Bridal Make Up**
1 hour trial, 1 hour wedding day
- **Bridesmaids Make Up**
1 hour wedding day
- **Mothers Make Up**
1 hour wedding day
- **Wedding Make Up Package**
Bride: 1 hour trial and 1 hour wedding day
4 x additional members of the wedding party

Please contact R&R Spa on 01237472361 for pricing and to book in your consultation.

Pamper Packages

Bronze Package £29.50pp

- 30 minute Swedish Massage or R&R Manicure
- Devon Cream Tea

Silver Package £59.50pp

- 30 minute Swedish Massage
- R&R Manicure with Polish
- Traditional Afternoon Tea (*selection of cakes, finger sandwiches and a pot of tea*)

Gold Package £99pp

- 60 minute Massage (*Swedish*)
- Light Lunch with a Glass of Bubbly
- R&R Manicure with Polish
- Luxury Spa Pedicure with Polish
- Devon Cream Tea
- Shellac - *add £5 to Manicure*
- French Shellac - *add £8 to Manicure*

Couples Massage £59.00

- 2 x 30 minute back, neck and shoulder in the same room
- Devon Cream Tea for 2

Beautiful Wedding Hair available

Please contact us for details and pricing

NAILS · HAIR · BEAUTY

www.randrspa.co.uk To book please call 01237 472361

Durrant House Hotel Heywood Road Northam Bideford Devon EX39 3QB

Tel: 01237 472361 Fax: 01237 421709

Vat No: 810 543367 Company No: 4754034

GENERAL INFORMATION

The Formalities

Civil ceremonies “in house” can be as lavish or as simple as you require, but there are certain requirements under the approved premise marriage act 1994 that only you can deal with.

Once a date and a venue has been decided the registrar in your home area must be notified of your intentions to marry out of your district. The superintendent registrar for the area you are to be married in should be contacted and your thoughts regarding the date and time of your ceremony should be discussed and arranged with his/her team.

The registrar can accept provisional bookings for weddings up to one year in advance.

A minimum of 21 days is required for marriage by certificate, 2 days for marriage by special licence.

Fees are payable direct to the registrar. The superintendent registrar responsible for conducting civic ceremonies at the Durrant House Hotel is based at Torridge Register Office and can be contacted on **0845 155 1002**.

Marriage ceremonies can be held between 8.00am and 6.00pm daily, with the exception of Christmas Day.

Music can be played/presented but it must not be of a religious nature.

Videos may be allowed but discuss this with the registrar.

You may plan your own content apart from the actual marriage, this should be agreed with the registrar.



Durrant House Hotel Heywood Road Northam Bideford Devon EX39 3QB

Tel: 01237 472361 Fax: 01237 421709

Vat No: 810 543367 Company No: 4754034

ROOM INFORMATION

Room Rental

ROOM NAME	CEREMONY CAPACITY	RECEPTION CAPACITY	PRICE
VENETIAN BALLROOM	250 GUESTS	300 GUESTS	£600.00
READING ROOM	70 GUESTS	N/A	£175.00
OLIVE TREE RESTAURANT	N/A	40-80 GUESTS	£300.00
PENTHOUSE SUITE	70 GUESTS	50 GUESTS	£300.00
SIR RICHARD	N/A	80 GUESTS	£300.00
AVIARY ROOM	N/A	20 GUESTS	£100.00

None of the above room hire prices includes a Registrar. (Please refer to the minimum numbers for individual function rooms in terms and conditions).

You may not supply your own alcohol or bring/take any food on or off the premises for hygiene and safety reasons and the high standards required at the hotel.

Our Wedding Co-Ordinator can help with advice and recommendations for every aspect of your reception including flower arrangements, balloons, professional entertainment and chair covers. Please be advised if you would like to provide your own entertainment we will require a copy of your entertainers public liability certificate.

Accommodation & Facilities

The beauty of having your Wedding at The Durrant House Hotel is that you have the opportunity to surround yourselves in luxury and style all day and of course, all night too. We offer your Wedding guests a discounted rate for overnight accommodation so your guests can drift off to bed after a busy night. Our bedrooms will provide you with wonderfully spacious and beautifully decorated spaces to relax, unwind and reminisce on what will have been a great day all round.

At our hotel you'll find an extensive range of leisure facilities to help you re-energise and refresh. We have an outdoor pool (seasonal), sauna, sun shower and fitness room. We also have our onsite beauty salon, the R&R Spa offering a fantastic range of packages to suit all your beauty needs, we offer a 10% discount on any of our Wedding Packages for our Wedding Couples.

At The Durrant House Hotel we enjoy taking care of you- it's what we do best. So you can be sure of a genuinely friendly service that's dedicated to your every need.

Romantic Suite

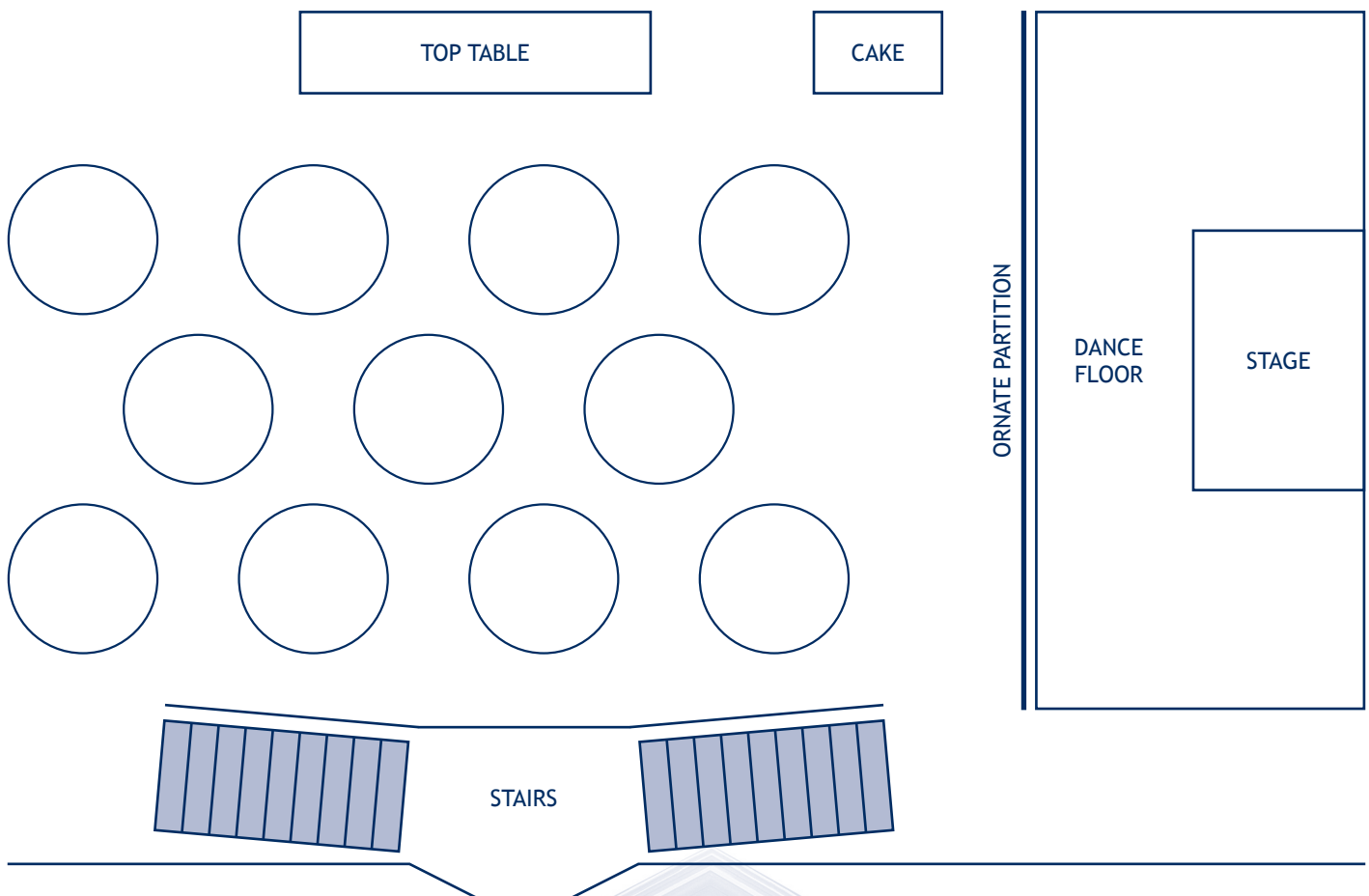
Our Romantic Suites are all individually styled and come with either a four poster bed or a double Jacuzzi bath and is given as a complimentary gift from the hotel to the Wedding Couple for their Wedding night, provided you book your Wedding Breakfast and evening Buffet with us. Why not upgrade to our master honeymoon suite for a reduced rate of only £150.00.

Durrant House Hotel Heywood Road Northam Bideford Devon EX39 3QB

Tel: 01237 472361 Fax: 01237 421709

Vat No: 810 543367 Company No: 4754034

BALLROOM LAYOUT SUGGESTION



We can offer the following, at no extra cost for you:

1. An experienced Wedding Co-ordinator who will personally see you through your big day
2. We will place your guest name cards on the tables for you
3. We will place your favours on the tables for you
4. Decorate your tables with your chosen items
5. Provide a Silver Cake Knife
6. Play your favourite music into the ballroom during your meal
7. Deal with any deliveries that you might have on the big day (eg flowers, cake etc).

Why do we do all this?

Because we care and really believe that this is a once in a lifetime day for all the family. We do everything for you, so you are not wondering whether the balloons or flowers have arrived. So the only thing you need concentrate on is enjoying your big day.

It would be our pleasure to work with you to make your wedding day perfect.

Optional Extras

Round Cake Stand £15.00 day hire
Square Cake Stand £15.00 day hire

WEDDING PACKAGE

Why Choose The Durrant House Hotel

You will see the difference from the moment you walk into our beautiful foyer. The hotel itself is one you can be proud to bring your guests to. But that's not all we do...

We believe that this special day is for all the family to enjoy, that is why we are the only hotel in North Devon who pride ourselves on offering a complete personal service for your special day, with our compliments.

Book your Reception

When you have chosen the date, arrange and book your reception. We will be more than happy to offer you any professional advice on catering matters, styles of seating arrangements and anything else you may be unsure of.

You have probably discussed between yourselves who to invite, so make a list. It is easy to forget somebody when you have so many people who will want to be there on your special day. It is now a good time to think of bridesmaids, attendants and, of course, the best man.

We have an extensive wine list with wines from all over the world, we will be only too happy to help you with a suitable choice. We also offer our exclusive wine package as below:

Drinks Package £12.95pp

ARRIVAL DRINK

one glass of the following:

- Sparkling Wine
- Bucks Fizz
- Pimms & Lemonade
- Elderflower Fizz

WINE WITH YOUR MEAL

one glass of the following:

- House Red
- House White
- House Rosé

TO TOAST

- A glass of Sparkling Wine

We also offer a range of canapés, perfect for greeting your guests:

Canapés £7.95pp

Please choose four from the following:

- | | | |
|---|--|---|
| • Jacket New Potatoes, Smoked Bacon & Cream Cheese (GF) | • Honey Glazed Pork Sausages | • Chicken & Wilted Spinach Roulades (GF) |
| • Brie & Cranberry Chutney Shells (V) | • Tomato & Basil Bruschetta (V) | • Curried Hummus & Spinach Filled Flat Breads (V) |
| • Mozzarella, Sun-Blushed Tomatoes & Basil Tartlet (V) | • Chicken Liver Parfait, Red Onion Marmalade Waves | • Mini Devon Scones, Strawberry Jam & Clotted Cream (V) |
| • Chicken Tikka Bites | • Smoked Salmon & Cream Cheese Spoons | • Mature Cheddar & Onion Puff Pastries Pin Wheels (V) |
| | • Breaded Crab Bonbons | |



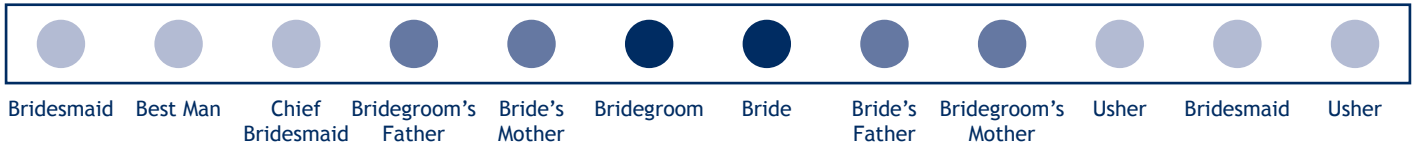
Durrant House Hotel Heywood Road Northam Bideford Devon EX39 3QB

Tel: 01237 472361 Fax: 01237 421709

Vat No: 810 543367 Company No: 4754034

USEFUL TIPS

Top Table Seating Plan



This top table seating plan is just a suggestion and can be altered to suit your own requirements.

Toasts and Speeches

The bride's father (or a family friend) proposes a toast to the bride and bridegroom.

This is replied to by the bridegroom who thanks the bride's parents and guests, he then toasts the bridesmaids.

The best man replies on behalf of the bridesmaids and reads the telegrams.

Flowers

Rose

Pink Friendship
Red Passionate Love
Red and White Unity
Tuberose Pleasure
White Purity

Tulip

Pink Caring
Red Declaration of Love
Yellow Hopelessly in Love

Chrysanthemum

Bronze Excitement
White Truth
Red Sharing

Carnations

Pink Gratitude
Red Flashy
Yellow Cheerful

The Bride

Chooses the Bridesmaids.

Chooses her dress.

Organises dress styles and colour schemes for the Bridesmaids.

Sends thank you letters for the wedding presents.

The Groom

Arranges for Best Man and Ushers.

Makes a speech at the reception in reply to the Bride's father. The speech is on behalf of the Bride and himself to thank the Bride's parents for the wedding, thank the guests for the presents and finally to toast the Bridesmaids.

The Bride and the Bride's Mother

Arrange the reception.

Send out the invitations.

Book the cars.

Book the photographer.

Arrange the flowers for the reception.

The Bride's Father

During the ceremony the Bride's father gives the Bride away. Subsequently he makes the first speech at the reception and toasts the Bride and Groom.

The Best Man

Arranges the stag night.

Arranges and organises the Ushers.

Unless there is a Toastmaster the Best Man makes the announcements at the reception.

Makes a speech in reply to the Groom's speech. Replies to the Groom on behalf of the Bridesmaids, relates stories about the Groom and reads out any messages from absent friends.

Ensures that any hired outfits are returned after the wedding.

The Chief Bridesmaid

Arranges the hen night.

Helps the bride to dress and organises the other Bridesmaids.

Makes sure that the very young Bridesmaids and Pages are looked after before and during the ceremony.

Holds the Bride's bouquet during the service.

MENU SELECTIONS

Gold Menu

Cream of Broccoli & Stilton Soup
Served with Home-baked Bread

Poached Free Range Egg & Roasted Asparagus Spears
Topped with Hollandaise Sauce

Trio of Sweet Chilli Prawn Skewers
Served with a Bed of Noodles

Glass of Freshly Chilled Orange Juice

Fillet of Beef Wellington
Served with Roasted Root Vegetables & Jus

Duck breast with Plum Sauce
Served with Dauphinoise Potatoes

Chilli Crab & Prawn Tartlet Served with Buttered New Potatoes with a Lime, Coriander & Yoghurt Dressing

Wild Mushroom & Butternut Squash Risotto
Served with Parmesan Shavings and Rocket

Trio of Desserts Lemon Panna Cotta,
Banoffee & Mixed Berry Mini Pavlova

Triple Chocolate Truffle Cake
with a Quenelle of Clotted Cream

Crème Brûlée with Homemade Shortbread
and a Quenelle of Clotted Cream

Exotic Fruit Salad with Clotted Cream

Freshly Brewed Tea or Coffee & Mints

Silver Menu

Cream of Asparagus Soup
Served with Home-baked Bread

Tempura Battered Prawns
Wrapped in Sweet Chilli Sauce

Chicken Caesar Croquettes Served with
Romaine Lettuce drizzled with Caesar Dressing

Glass of Freshly Chilled Orange Juice

Roast Sirloin of Beef with Yorkshire Pudding
Served with Rich Gravy & Horseradish Sauce

Chicken Breast Stuffed with Cheddar & Spinach
Served with Mushroom & Madeira Sauce

Herb Crusted Salmon with Roasted Cherry Tomatoes
Served with Dauphinoise Potatoes

Caramelised Red Onion Tartlet Topped with
Goats Cheese & Tempura Vegetable Served with
Buttered New Potatoes with a Balsamic Glaze

Home-baked Lemon Tart with a
Quenelle of Clotted Cream

Home-baked Chocolate Brownie
with White Chocolate & Honeycomb Ice Cream

Classic Eton Mess Drizzled with Raspberry Coulis

Fruit Salad with Pouring Cream

Freshly Brewed Tea or Coffee & Mints

Bronze Menu

Homemade Cream of Vegetable Soup
Served with Home-baked Bread

Fresh Melon, Pineapple & Mint Skewers

Chicken Liver Pâté with Caramelised Onion
Marmalade, Salad Garnish & Melba Toast

Glass of Freshly Chilled Orange Juice

Roast Topside of Beef with Yorkshire Pudding
Served with Rich Gravy & Horseradish Sauce

Roasted Chicken Breast Served with Rich Gravy

Vegetable Wellington Served with white Onion Gravy

Raspberry Cream Filled Profiteroles
Topped with White Chocolate Sauce

Sticky Toffee Pudding with Warm Toffee Sauce

Vanilla Cheesecake Topped with Mixed Berries

Fresh Fruit Salad

Freshly Brewed Tea or Coffee & Mints

Buffet Menu 1

Breaded Chicken Pieces
with Garlic & Tomato Dip

A selection of freshly
made Sandwiches

Cheese & Tomato
Pizza Slices

Cocktail Sausage Rolls

Selection of
Homemade Quiches

Cheese & Pineapple
on Sticks

Sausage on Sticks

Garlic Bread Slices

Chicken Satay Sticks

Please be advised Buffet Menu B is designed
as a snack buffet usually served after
8.30pm and is not sufficient as a main meal.

Buffet Menu 2

SELECTION OF FRESHLY MADE SANDWICHES

Mature Cheddar &
Homemade Chutney
Home Baked Gammon
Ham & Fresh Tomato
Local Topside of Beef
with Horseradish

OPEN FINGER ROLLS

Classic Egg Mayonnaise,
Chefs Homemade
Chicken Liver Pâté,
Prawns Wrapped in
Marie Rose Sauce

Tempura Vegetables
Freshly Baked Sausage Rolls
Breaded Chicken Goujons

Home Baked Victoria Sponge
Homemade Scone, Strawberry Jam
& Devon Clotted Cream

Unlimited Tea & Coffee

Buffet Menu 3

Slices of Cold Roast Beef
Slices of Cold Gammon Ham
Cuts of Roasted Chicken Breast

Served with a selection of varied Salads
including Coleslaw, Rice,
Potato & Waldorf

Hot Buttered Jacket Potatoes
Petit Pain Rolls & Butter

Chocolate Brownie
Strawberry Cheesecake

Lemon Meringue Pie

Chocolate Topped
Cream Filled Eclairs

Freshly Ground Coffee
with a Chocolate Mint

Durrant Hot Sandwich Buffet

A WHITE FLOURY BAP
(Gluten Free Option Available)

Roasted Loin of Pork

Battered Cod Goujons

WITH SIDE DISHES OF

Shredded Lettuce

Apple Sauce

Homemade Tartar Sauce

Sage & Onion Stuffing

Mayonnaise

Bowls of Fries

Please be advised the Hot Sandwich Buffet
is designed as a snack buffet,
usually served after 8:30pm and
is not sufficient as a main meal.

Menu Selection

Children under 6 are charged at ½ the price of an adult, buffet prices stay the same. Should you require assistance with your menu selection please contact our Catering Department. Unlimited Tea & Coffee can be added to any Buffet for £2.95 per person

Durrant House Hotel Heywood Road Northam Bideford Devon EX39 3QB

Tel: 01237 472361 Fax: 01237 421709

Vat No: 810 543367 Company No: 4754034

TERMS AND CONDITIONS

Menu Selection and Details

- We do not permit any outside caterer's onsite. All food and beverages must be purchased and supplied by The Durrant House Hotel.
- All unconsumed food and beverages including the Buffet remain the property of our hotel and cannot leave our premises for health and safety reasons.
- The Buffet can only remain out for two hours, after this time it will be cleared and disposed of.
- We require each individual guest's menu choices from your selected menu no later than 28 days prior to your wedding function to guarantee that your choices are available.
- A food service delay of 30 minutes or more without notification to our office will result in a labour charge to your account.

Guest Numbers

- We require your final guest's numbers 28 days prior to your wedding day and no later.
- The minimum charge is for the guaranteed number of guests attending your wedding day. If more guests arrive than the guaranteed number, the charge will reflect that of the actual number of guests served or attending the Buffet.
- We can Pre Authorise your Card to the amount of £200.00 the Day before your wedding day to allow for any extras to be added on the day.

ROOM NAME	MINIMUM GUESTS	MAXIMUM GUESTS
VENETIAN BALLROOM	70 GUESTS SEATED MEAL + 100 GUESTS BUFFET	CEREMONY 250 GUESTS, RECEPTION 300 GUESTS
THE READING ROOM	N/A	CEREMONY 70 GUESTS, RECEPTION N/A
OLIVE TREE RESTAURANT	40 GUESTS SEATED MEAL	CEREMONY N/A, RECEPTION 80 GUESTS
PENTHOUSE SUITE	N/A	CEREMONY 70 GUESTS, RECEPTION 50 GUESTS
SIR RICHARD RESTAURANT	40 GUESTS SEATED MEAL	CEREMONY N/A, RECEPTION 80 GUESTS
AVIARY ROOM	N/A	CEREMONY N/A, RECEPTION 20 GUESTS

- For Fire regulations we will need a list of all guests who will be attending the Ceremony and Reception. If your numbers fall below the above the minimum numbers stated will still be charged.

Deposits and Contract

- A deposit equivalent to the room hire along with the signed terms and conditions form confirms your booking for your wedding. The deposit is non-refundable or transferrable.
- A further deposit of 50% of the total cost of your wedding day is due 3 months prior to your wedding taking place.
- The full payment of your wedding is due 4 weeks prior to your wedding taking place.
- By booking you agree that you are subject to these terms and conditions.

Cancellations

In the event of a cancellation the following cancellation charges will apply:

- Deposits are non-refundable and non-transferable under any circumstances.
- Room rental charges and 100% of the contracted food costs apply if less than 3 Months.
- Room rental charges and 75% of the contracted food costs will apply if less than 6 months.
- Room rental charges and 50% of the contracted food costs will apply if less than 9 months.
- No cancellations/refunds will be given after final numbers are supplied.
- Cancellations must be sent in writing. Should we not be informed of a cancellation in writing, The Durrant House Hotel will look to recover the full balance due.

Terms of payment

- If a situation occurs that an extra request is required on the day of the wedding, this must be paid in full at the time of the request.
- We accept Cash, Debit Cards and Cheque. Credit Cards are also accepted but a 5% service charge will be added. Cheques are accepted no less than 6 weeks prior to your wedding day. Debit cards incur no service charge.

Prices

- Prices are inclusive of VAT.
- Prices and quotes are valid up to 90 days from the date of booking.
- There is no VAT payable on room hire.
- The room hire is for the day of your wedding, timings for set up cannot be guaranteed and early set up is not guaranteed and may not always be possible.

If in the instance guest numbers fall below the minimum numbers listed above, the charge will be for the minimum number of guests.

TERMS AND CONDITIONS

Security and Liability

- The Hirer shall pay for any loss or damage to any part of the hotel premises or to fixtures, fittings and equipment.
- We will not be held responsible for damage to any article brought onto the premises.
- We shall not be liable for any loss or damage.
- In case of loss or damage to the Hirer it must be reported and then recorded at the time with a Durrant House Hotel representative.
- All cars are parked at owners risk and we cannot be responsible for any damage to vehicles whilst on site.
- We cannot accept responsibility for outside contractors or service providers.
- Responsibility for your personal items and wedding gifts left in any of our function rooms is not the responsibility of the Hotel.
- Please advise all of your guests that no person under the age of 18 is permitted in the pool area without supervision.
- If you are staying in the hotel overnight, please be advised that your room key will only be given out to the Bride & Groom personally. Should you give this to any other guests who then damage the room; you will be responsible for the replacement or extra cleaning costs incurred.

Entertainment

- All music entertainment must be stopped by 12.00pm. Live bands must finish at 11.00pm.
- Please note whilst we do offer to play homemade CD's throughout your Ceremony or Reception these are not guaranteed and we cannot be held responsible for any failure of the CD playing. Bringing in a spare copy of your homemade CD is recommended as these may not be reliable.
- We welcome live bands however please note the following restrictions: - Live music must cease in accordance with our entertainment licence, noise levels are to be kept at a level so as not to cause a nuisance to residence or nearby neighbours, The Durrant House Hotel reserves the right to the control of noise levels and all bands should make contact with the hotel directly prior to booking to discuss our limitations.
- Should you wish to book your own entertainment the hotel will require a hard copy of their 'Public Liability Insurance' certificate.
- Should you wish to provide your own entertainment please advise them they should pack down and remove their equipment after their performance. Should they choose not to do this the hotel will accept no responsibility for any damage or loss of their equipment.

Decorations

- Any decorations, props, chair covers etc. that are provided by an external supplier will need to be fully constructed by either the provider or yourselves and clear instructions will need to be given to your wedding co-ordinator in advance of where you would like these placed in your chosen function room to prevent any confusion or delays on the day.
- All flowers or button holes for Bridal Party, Groomsmen and other guests that are being delivered to the hotel will need to come clearly labelled to prevent confusion of further delay and will not be the responsibility of the hotel to hand out to wedding party.

Room Hire

- Hire times of your chosen Ceremony or Wedding Reception room must be strictly adhered to.
- During the Wedding Reception itself guests are only permitted to congregate within the licensable areas of the hotel.
- There is a no smoking policy inside the building at all times and smoking is not permitted anywhere other than in the designated smoking area. Smoking at the main entrance of the hotel will not be tolerated.
- The Hirer is responsible for the behaviour and actions of their guest whilst at the hotel. Inappropriate behaviour may result in your event being stopped early or cancelled.

Information

- We strongly recommend that you take out wedding insurance to include cover of an unforeseen cancellation.
- All bookings are confirmed only after the booking form has been signed and the first payment to reflect the amount of your chosen functions room hire has been received.
- The Durrant House Hotel reserves the right to cancel your function if payment conditions are not upheld. Receipt of your first booking payment confirms your acceptance of being subject to all terms and conditions.
- The Hirer is responsible for the booking and paying of the registrar.

Due to any unforeseen circumstances the management reserve the right to relocate your party without prior notice so your function is not disrupted.

I agree to adhere to the above Terms and Conditions:

Name:

Signed:

Date:



Check List

What is due	When is it due	Date	Tick off
Deposit of room hire	On booking	<input type="text"/>	<input type="checkbox"/>
Return of signed contract	On booking	<input type="text"/>	<input type="checkbox"/>
Final guest numbers for ceremony, wedding breakfast meal and reception	6 months prior	<input type="text"/>	<input type="checkbox"/>
Chosen buffet/sit down meal	3 months prior	<input type="text"/>	<input type="checkbox"/>
Further deposit of 50% of the total cost of the wedding day	3 months prior	<input type="text"/>	<input type="checkbox"/>
Music choices & CDs	4 weeks prior	<input type="text"/>	<input type="checkbox"/>
Guests individual menu choices	4 weeks prior	<input type="text"/>	<input type="checkbox"/>
Wine order/drinks package choices	4 weeks prior	<input type="text"/>	<input type="checkbox"/>
Room layout & guests seating plan	4 weeks prior	<input type="text"/>	<input type="checkbox"/>
Final payment	4 weeks prior	<input type="text"/>	<input type="checkbox"/>

Essential Contacts (e.g. Florist, Entertainment etc)

Name/Business

Contact Details

