



### The process and planning of your Wedding Day at Maryculter House

We are here to help and support you through the process and planning of your special day. With this in mind please read through this information pack carefully, list any questions that you may have, then arrange for you to have a wedding appointment with our dedicated co-ordinator who will be able to help you and offer a show round of the Hotel. This is also the ideal opportunity to raise any queries you have and get a feel for the Hotel and its surroundings.

You may also want to check available dates with us at this stage.

Once you have decided on your preferred date, please contact your Co-ordinator who will provisionally hold your date for you for a period of 14 days with no obligation. Confirmation of your date can be made by paying a deposit for £1000.00 by card/cash/Bank transfer. Along with your payment we **must** receive your completed, signed booking form **and** a set of signed terms and conditions.

Alternatively after 14 days and in the absence of a completed, signed booking form and deposit your date will be automatically released. On receipt of your payment and completed paperwork, we will then confirm your date and receipt of your deposit by post, along with an accommodation list to get you started.

We will contact you to arrange a wedding consultation with us to go through your arrangements, confirm details and numbers 12 weeks before your wedding however should you have any questions or queries during this time please do not hesitate to contact us. On completion of this appointment we will then send you a copy of your "wedding details" for you to read through, edit and make any additions. Once you are satisfied that they are accurate and up-to-date, we kindly request that these are returned to us, we will up-date your file on our system and then send out the amended copy for you to check and sign by return. This process will be ongoing until we have all the required details.

Throughout this process we will estimate and include your wedding costs based on information provided. Eight weeks prior to your wedding we require a completed copy of your room allocation list. This can be found with your wedding details. Any unallocated rooms will then be released for general sale.

Fourteen days prior, we respectfully request that 100% of the estimated balance of your wedding be settled along with submission of your final numbers and table plan.

Please be aware that in the absence of your final payment Maryculter House will reserve the right to cancel your wedding.



### **Wedding Ceremony Rooms**

Here at Maryculter House, we can hold religious, humanist, civil ceremonies and civil partnerships. Wedding ceremonies can be held in our Templar Suite which seats up to 160 guests and our riverbank courtyard can seat up to 120.

We can also hold smaller weddings in our private rooms Godfrey and Priory

If you are planning your ceremony at Maryculter House, you must make arrangements with a Registrar, Minister or a Humanist Celebrant yourself, unfortunately we are unable to arrange this on your behalf.

A ceremony hire charge of £500.00 will apply

### **Wedding Reception Rooms**

Our Templar Suite can accommodate up to 160 for your wedding breakfast and up to 200 for an evening reception.

There will be no room hire charge applied for the Templar Suite for the drinks reception, wedding breakfast or evening reception.

A room hire fee will only be applicable for ceremony hire.



# Maryculter House

## **Pre-Wedding Buffet**

If you, along with your friends and family are staying with us the night before your wedding, why not have supper together in one of our private dining rooms. We offer the below buffets from only £13.00 per person, with no room hire charge. This can be added to your wedding account or charged to your guest's individual rooms.

### **Main Courses:**

Beef or Vegetable Lasagne, garlic bread

Macaroni Cheese, Skinny Fries

Chilli con Carne, steamed rice, grated cheese, sour cream & Salsa

Sweet and Sour Chicken, egg fried rice and prawn crackers

Steak and Ale Pie, mashed tatties, white wine cabbage

### **Dessert:**

Bread and Butter Pudding, vanilla custard

Individual Maryculter Mess

Chocolate Mousse, macerated fruits

Choice of: 1 Main: £13.00 per person or 2 Mains: £17.00 per person

Add 1 Dessert: £4.75 per person or 2 Desserts: £8.25 per person

Children's Menu available on request and charged as taken.

Please let us know in advance of any dietary requirements



# Maryculter House

## **Basket Breakfast**

Staying with us the night before? Then why not enjoy our Basket breakfast in your room at 8am as you get ready for your big day.  
Breakfast for 2 is included in your room rate; additional guests are £9 per person:

Bacon roll

Pastries

Fruit

Orange juice

Yoghurt, granola & berry compote

## **Light Lunch delivered to your room**

Platter of Sandwiches, Wraps & Crisps £5 per person

Prosecco £6.50 per glass

Nyetimber Classic Cuvee £8.50 per glass (£48 per bottle)

Nyetimber Rose £9.00 per glass (£55 per bottle)

Knights Gin & Templars Tonic £6 each



# Maryculter House

## Canapes

Choice of any 3 canapés at £5 per person  
Any additional canapés are priced £1.50 per canapé

### From the Field

Honey & mustard chipolatas  
Haggis bon bons  
Parfait on oatcakes  
Pork sausage rolls  
Chicken tikka skewers

### From the Sea

Thai fish cakes lime,  
honey & soya dip  
Classic salmon blinis  
Roasted Tiger prawns  
Arbroath Smokey filo basket  
Mini breaded haddock  
tartar sauce

### From the Garden

Goats cheese & red onion oatcake  
Tomato & basil bruschetta  
Vegetarian haggis bon bons  
Leek, mushroom  
& sweet potato tartlet  
Tempura veg, sweet chilli sauce

### From the Baker

Mini cream & jam scones  
Chocolate dipped strawberries  
Millionaire shortbread fingers  
Chocolate orange eclairs



# Maryculter House

## New Beginnings

Haggis, neeps & tatties, malt whisky sauce	£7.95
Timbale of melon, tropical salsa & champagne sorbet	£8.00
Chicken liver parfait, red onion chutney & oatcakes	£9.50
Classic smoked salmon, rocket leaves & caper salad	£9.95
Chicken & Black pudding Battenberg, wholegrain mayonnaise	£9.50
Maryculter House Prawn cocktail	£9.50
Vegetable croquettes, blue cheese dressing	£8.50
Highland game terrine, mixed leaves & pickled beetroot	£9.95

## Soups

Red lentil & bacon	£6.25
Leek & potato	£6.25
Roasted plum tomato & basil	£6.25
Scotch broth	£6.25
Cock-a- leekie	£6.25
Broccoli & stilton	£6.25

If you have a dish in mind which you do not see on our menu, or would like to customise any of the above choices to suit your own taste, please feel free to contact your Co-ordinator to discuss a personalised menu.



# Maryculter House

## Matrimonia| Midd|es

Roast breast of chicken stuffed with haggis, whisky cream sauce	£19.95	Surf & turf, 6oz fillet of beef, garlic langoustines & peppercorn sauce	£30.00
Slow cooked Aberdeenshire Beef, creamed mash with bacon & onion gravy	£22.95	Individual venison wellington Spicy red cabbage, dauphinoise potatoes	£27.95
Roast Sirloin of Scotch beef, Yorkshire pudding & traditional gravy	£26.95	<b>Vegetarian options</b>	
Breast of chicken filled with local mealie pudding, natural jus	£19.95	Leek & cheddar tartlet	
Oven baked cod, chive hollandaise	£19.95	Spinach & wild mushroom risotto, truffle oil, parmesan crisp	
Herb crusted salmon, wilted spinach, lemon & parsley butter	£20.45	Mediterranean peppers filled with fragrant cous cous, raisins, fresh mint & mascarpone	
Roast loin of pork wrapped in Parma ham wholegrain mustard cream, breaded black pudding & apple bon bon	£20.45	Caramelised red onion tarte tatin	
Cornfed chicken, confit leek, red wine jus	£19.95	(The vegetarian option is included in the meal price, Vegan options are available on request)	

### All main courses served with market vegetables and potato

If you have a dish in mind which you do not see on our menu, or would like to customise any of the above choices to suit your own taste, please feel free to contact your Co-ordinator to discuss a personalised menu.



# Maryculter House

## Life is Sweet

Sticky toffee pudding, vanilla ice cream & butterscotch sauce	£8.75	Scottish cheeses, oatcakes, chutney & grapes	£11.00
Maryculter cranachan	£8.95	Ice-cream bar:	£9.00
Warmed chocolate brownie milk chocolate ice cream & white chocolate sauce	£9.00	- Vanilla, mint chocolate chip, strawberry & tablet ice cream.	
Crème brûlée, shortbread fingers	£9.00	- Bowls, cones, wafers & flakes	
Fresh fruit pavlova	£8.25	- Toppings of crushed oreo's, skittles, maltesers, 100's & 1000's, smarties & mini marshmallows	
Tipsy trifle	£9.50	- Strawberry & chocolate sauce	
		<i>* maximum limit 100 guests, single option dessert only</i>	
		<b>Teas and Coffee</b>	
Apple crumble cheesecake apple crisps & apple compote	£8.75	Tea or Coffee, Tablet & Shortbread	£2.55
Banoffee tart, toasted marshmallows	£8.50	Tea or Coffee and Petit Fours	£3.25

The selector menu is priced on the basis of one selection per course plus the vegetarian option.

If a choice menu is pre-ordered 2 weeks in advance, then it will be charged at the more expensive dish per course.

If a choice on the day is desired then the cost of the meal is calculated on the following basis: (1) The price of the most expensive dish per course, (2) a supplement of £4.50 for the starter, supplement of £7.50 for the main course, supplement of £4.50 for the dessert, per person.

Please be aware that this option will substantially increase the time required to serve your meal.



# Maryculter House

## **On your marks !!**

Tomato soup  
Garlic bread  
Melon & fruit

## **Get set !!**

Sausage with onion gravy  
Macaroni cheese & garlic bread  
Chicken goujons  
Beef burger

Served with mash or skinny fries  
Seasonal vegetables, peas or beans

## **Go !!**

Sticky toffee pudding  
Chocolate brownie  
Vanilla ice cream with berry sauce

Young Diners (Under 12's)  
£18.50 per child age 5 - 12 / £0 per child age under 5



# Maryculter House

## Happily Ever Afters

Selection of freshly made sandwiches  
& shortbread  
£7.50

Selection of freshly made sandwiches  
& sausage rolls  
£8.00

Why not add a mug of Soup for £1pp

Bacon rolls  
£8.50

Macaroni cheese &  
garlic bread  
£9.00

Stovies, beetroot & oatcakes  
£9.00

Build your own burger  
sautéed onions, baby gem leaves, cheese slices,  
relish & mustard  
£9.50

Selection of mini pies,  
steak, mince tattie & bean and macaroni  
(two per person)  
£10.00

Breaded fish goujons, steak cut chips  
tartare sauce, ketchup, salt & vinegar and lemon wedges  
£10.00

Freshly brewed Tea & Coffee served with all buffets

We recommend catering for 100% of your total guests.



# Maryculter House

## Refreshments

During your wedding reception, we recommend that you offer your guests an arrival drink, ½ bottle of wine with their meal and a toast drink. Please see below a small selection of our popular options and prices, however we would be happy to provide you with a full wine list on request.

White Wine		Red Wine		Rose Wine	
Panul Sauvignon Blanc, Chile	£24	Panul Merot	£24	La Brouette Rose	£24
		Vinedos Marchique, Chile		Producteurs Plaimont	
Pinot Grigio, Italy	£26				
El Campensino Unoacked	£26	Cabernet Sauvignon Domaine de	£26	Whispering Angel	£55
Chardonnay, Chile		Saissac IGP Pays D'oc, France			
Chablis Burgandy, France	£45	Puertas Antiguas Shiraz, Chile	£32		
		Malbec Bodega Ruca Malen,	£37		
		Argentina			

Drink of choice (Vodka/gin/whisky, bottled beers, house wines) at £5 per person

Prosecco £6.50 per glass

Nyetimber Classic Cuvee £8.50 per glass

Nyetimber Rose £9.00 per glass

Soft drinks from £2 per glass

Deeside Mineral Water at £3.90 per 750ml

Bottled Beers from £3.90

We do not allow corkage at Maryculter House



### **Accommodation**

When you confirm your wedding, we automatically provisionally reserve five bedrooms for the night before your wedding, and fifteen for the night of your wedding, which includes your complimentary Bridal Suite, at the reduced wedding rate. These rooms are held under the Bride and Grooms names until guest's names are provided, you are responsible for allocating these rooms. We would then ask you to inform these guests of the provisional booking and ask them to provide card details to confirm their room. We will hold your provisional bedroom bookings until 8 weeks prior to your wedding. Any bedrooms that are not confirmed at this stage will be released back into our diary to be sold.

If your wedding party require additional rooms, they must be booked direct with the hotel and guaranteed with a credit card and are subject to availability.

#### **High season: April - October**

Classic: £110.00 bed and breakfast  
Classic Riverview: £120.00 bed and breakfast  
Classic Terrace: £130.00 bed and breakfast  
Heritage Double: £140.00 bed and breakfast  
Heritage Riverview: £150 bed and breakfast  
Junior Suite: £160 bed and breakfast

#### **Low season: November - March**

Classic: £100.00 bed and breakfast  
Classic Riverview: £110.00 bed and breakfast  
Classic Terrace: £120.00 bed and breakfast  
Heritage Double: £130.00 bed and breakfast  
Heritage Riverview: £140 bed and breakfast  
Junior Suite: £150 bed and breakfast

Ask us about additional alternative accommodation in our Fishing rooms.

Guests may check in to rooms from 3.00pm with check out at 11.00am.

Early check in cannot be guaranteed and is subject to availability.

Accommodation subject to review on 1<sup>st</sup> January 2021



## Wedding Checklist

### 12 Months

Discuss evening entertainment  
Compile guest list  
Choose bridesmaids, best man & ushers  
Organise wedding outfits  
Book your honeymoon  
Guests may book wedding accommodation at the hotel

### 9 months

Book wedding cars  
Arrange photographer & videographer  
Have dress fittings for bride & bridesmaids

### 8 months

Order your cake & wedding stationery

### 6 months

Organise wedding flowers  
Buy wedding rings

### 4 months

Confirm service details with Minister  
Buy presents for your attendants  
Post wedding invitations  
Book hairdresser

### 3 months

Meet with Maryculter House to begin discussing reception details  
Make a list of acceptance & regrets as they are received  
Send thank you letters for gifts as they arrive

### 1 month

Clarify wedding details with Maryculter House - signed copy due  
Arrange seating plan  
Visit hairdresser with head dress and practice make up  
Prepare newspaper announcement  
Check all wedding clothes are near completion

### 2 weeks

Provide the hotel (14 days in advance at latest) with the final numbers & table plan  
Table plan - with all dietary requirements & children's ages etc.

### 1 week

Final check on catering, cake, transport, flowers & photographer  
Final dress fitting

### Day Before

Deliver to the hotel, all favours, place cards in table order, table decoration etc, which are to be put out by the hotel.  
Leave at the hotel the bride & groom overnight luggage for the wedding day.

### On the day

3<sup>rd</sup> party or guest to deliver & set up wedding cake in morning  
Enjoy yourselves  
Leave the rest to the professionals

### The Day After

Please ensure that arrangements are made to have any items or decorations collected from the venue.  
And live happily ever after...



## Frequently Asked Wedding Questions

### **Guest Numbers**

Maryculter House operates a minimum numbers and/or minimum spend policy. Please contact our wedding coordinator for more details

### **Ceremonies**

We welcome religious, civil or humanist ceremonies. Please note that our ceremony hire charge does not include the officiant and this must instead be organised directly between the client/officiant.

### **External Caterers**

We do not allow external caterers for the meal, canapes or evening buffet as we have our own team of talented Chefs who will be delighted to provide catering for your big day and will be happy to discuss any specific requirements you may have. If you have something specific in mind that you wish to provide and we are unable to assist you, we will consider the option of external caterers as long as this is in addition to what we are already offering.

### **Special Dietaries**

If you have any guests who have special dietary requirements, please inform your Co-ordinator prior to the big day and we will be only too happy to cater for these free of any additional charges. To ensure we are able to make the adjustments, please give us as much notice as possible and remember to indicate these guests on your table plan with your final details.

### **Menu Tasting**

We want to ensure each dish is just as you had imagined, so our Chefs will be more than happy to offer a complimentary three course menu tasting for the Bride and Groom prior to the big day. Additional dishes are charged at the wedding menu price.

### **Corkage & Canapes**

We do not offer a corkage service. We do have an extensive wine list available so please ask our team for further details. If you have a specific wine in mind that we do not offer please let us know and we will try our best to source it. Ice cream & prosecco vans are not permitted.

**Access for Set-up**

Suppliers will have access to the main ballroom from 7.00am on the morning of the wedding to begin set up. Where possible, we may be able to give access the day before provided we don't have any other functions booked. If you require early access, please discuss this with your Wedding Co-ordinator.

**Cake**

Maryculter House cannot take responsibility for setting up your wedding cake so we ask that this is delivered on the morning of the wedding and is set up by the supplier or a member of the wedding party. Unfortunately we do not have the facilities to store your cake prior to the wedding. Our cake stands measure: - Round 15" diameter & Square 14" diameter

**Music**

If your ceremony is being held in the ballroom we have a full PA system which you can connect to via the headphone socket. This PA system however does not cover the Courtyard. Should you wish to hold your ceremony outside (weather permitting) you may wish to consider providing an outside PA system via an external supplier. In both cases we would ask that one of your guests is responsible for controlling the music.

**Confetti**

Confetti may be thrown outside, but it must be biodegradable so please ensure that you notify your guests in advance.

**Candles**

It is possible to include candles as part of your décor, as long as the naked flame is not exposed.

**Parking**

We have three large car parks which guests can access to free of charge. We do remind guests that they are parked at their own risk and to park responsibly ensuring that your car is locked and all valuables removed.

**Fireworks and Paper Lanterns**

Unfortunately, due to our location we are unable to allow these items at any of our events. Peterculter Golf Club on the opposite River Bank operates the same policy.

**Residents Late Night Bar**

If your guests are staying over at the hotel on the night of your wedding we offer a late night bar where guests must charge drinks to their bedrooms. In order to do this we require a pre-authorisation on their credit/debit card so please ask our Reception Team on check-in.

**The Following Morning**

Due to the business demands we respectfully request that all personal items from your wedding are cleared and removed by 11.00am the following morning. Please also make sure any of your external suppliers are aware their equipment requires to be removed by 08.00am.

**Annual price increases**

We advise you to add 2-5% increase for each additional year from when you book with us. This way you will have a rough idea on the actual costs from the Hotel, there will be an automatic increase from the 1<sup>st</sup> of January each year. Any changes to the rate of VAT are out of the Hotels control.

**Accommodation**

We offer all of our couples our Honeymoon suite for the evening of your wedding on a complimentary basis inclusive of breakfast.

If you would like to provisionally book bedrooms for your guests we can assist you with this for the night prior and the night of your wedding. To make it fair for each wedding we would ask you to limit your request for accommodation the night prior to your wedding to a maximum of 5 bedrooms, nearer the date of your wedding there may be availability and we can assist you with this then.

We would ask you to email your Co-ordinator with a list of the names of your guests and what type of bedroom they will require, e.g. how many adults and if there are any children with ages of the children, along with who will be paying for these bedrooms. For example own account or charged to wedding account.

If we provisionally book bedrooms for your guests we would ask that they call and confirm themselves by supplying card details in order to guarantee their reservation.

Any bedrooms that are still just provisionally booked 8 weeks prior to your wedding date will be automatically released



# Maryculter House

## Order of the Day

Below are our suggested timings if you are holding your ceremony at the hotel. If you are holding your ceremony elsewhere, please allow time for travel to the hotel from the ceremony.

12.00pm	Groom arrives
12.30pm	Guests arrive
1.30pm	Wedding ceremony
2.00pm	Arrival drinks & canapes
4.15pm	Guests are seated
4.30pm	Speeches
5.00pm	3 Course meal
7.00pm	Turnaround for evening dance
7.30pm	Evening guests arrive
8.00pm	Dancing begins
10.00pm	Buffet served
1.00am	Carriages



# Maryculter House

## BOOKING FORM

To confirm your date please complete the following and return with a £1000.00 non-refundable deposit and a signed terms and conditions form. Once checked and processed by the Hotel we will confirm your booking in writing:

### Wedding Reception

Day and Date Requested: \_\_\_\_\_

Ceremony Venue: Ballroom ☐ Elsewhere (please state) \_\_\_\_\_

Wedding Breakfast/Evening Reception Venue: Ballroom ☐

Provisional Guest Numbers - Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Total Number of Guests: \_\_\_\_\_

Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_

Name of Main Contact: \_\_\_\_\_ Daytime ☎: \_\_\_\_\_ Evening ☎: \_\_\_\_\_

Full Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Other Contact Numbers (Mobile): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of Bride: \_\_\_\_\_ Signature of Groom: \_\_\_\_\_

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

I have read, understood, and agree to abide by the attached Terms and Conditions of Maryculter House Limited.

- Prices inclusive of V.A.T at the current rate.
- Please note that prices are not fixed and are subject to annual review on 1<sup>st</sup> January of each year.



## TERMS & CONDITIONS OF BOOKING MARYCULTER HOUSE

### Terms and Conditions of Contract (in respect of weddings, banquets and other functions)

#### 1. Interpretation

1.1 In these Terms and Conditions of Contract the following definitions apply:

**"Booking Form"** – Means the booking form issued by the Company.

**"Client"** – Means the bride and groom as specified in the Booking Form.

**"Company"** – Means Maryculter House Limited (a company incorporated under the Companies Act with company number SC113882 and having its registered office at South Deeside Road, Maryculter, Aberdeen, AB12 5GB).

**"Contract"** – Means the Terms and Conditions contained in this booking form and any other terms agreed in writing between the parties.

**"Event"** – Means the wedding, banquet and/or other function specified in the Booking Form and Terms and Conditions of Contract.

**"Hotel"** – Means Maryculter House, South Deeside Road, Maryculter, Aberdeen, AB15 5GB.

**"Price"** – Means the price for the event calculated in accordance with Condition 4.1 hereof.

**"Terms and Conditions of Contract"** – Means the Terms and Conditions of Contract set out in this document.

**"Working Day"** – Means any day which is not a Saturday, Sunday or any public or local holiday in Aberdeen.

**"Writing"** – Includes letter, email and comparable means of communication, excludes text messaging.

#### 2. The Contract

2.1 The Booking Form constitutes an offer by the Company to provide the event to the client subject to these Terms and Conditions of Contract

2.2 The Booking Form will lapse unless unconditionally accepted by the Client signing and returning the Booking Form to the Company, together with a non-refundable deposit as specified within the Booking Form within ten (10) Working Days of the date the Booking Form is posted to the Client.

2.3 The Booking Form (if unconditionally accepted by the Client) shall be deemed to be accepted upon receipt by the Company.

2.4 The Client shall be responsible to the Company for ensuring the accuracy of information provided by the Client in this Booking Form to enable the Company to perform the Contract.

2.5 No variation to the Booking Form or Terms and Conditions of Contract will be binding upon the parties unless agreed in writing between the Company and the Client.

2.6 The contract constitutes the entire agreement between the parties and supersedes all prior representations, negotiations and discussions between the Company and the Client

2.7 Where the Client comprises of more than one person, said persons shall be jointly and severally liable for the Client's obligations under the Terms and Conditions of Contract

#### 3. Variation of the Booking Form (Terms and Conditions of Contract)

3.1 It is the obligation of the Client to provide details of the final chargeable numbers of guests attending the event two (2) weeks prior to the event. Should the Client desire to increase the previously agreed number of guests it will be solely at the discretion of the Company as to whether any such increase will be permitted. The Price for the Event will be increased to accommodate the relevant number of additional guests, calculated in accordance with Condition 4.1 hereof.

3.2 Should there be any reduction in the numbers from that intimated in Condition 3.1, the Company reserves the right to issue an invoice to the Client in accordance with Condition 5.1 hereof in respect of the total numbers as intimated under Condition 3.1 above. No charges will be made for any reductions in numbers of less than 10% for those intimated in Condition 3.1 provided that the reduction in numbers is received in Writing by the Company at least ten (10) Working Days prior to the Event.

#### 4 Price

4.1 The Price for the provision of the Event shall be the Company's quoted price based on intimation of final numbers of guests attending the Event under Condition 3.1 and, unless otherwise so stated, shall be inclusive of any applicable taxes. If no intimation under Condition 3.1 given, the Price for the provision of the Event shall be a minimum price of £37.00 per adult. In said circumstances, the Company shall be entitled to charge the Client the greater of

(a) the relevant minimum price and

(b) a price based on the actual number of guests, the room hire and any extra services ordered.

4.2 The Company reserves the right by giving a minimum of fourteen (14) Working Days' notice in Writing to the Client at any time before the Event to increase the Price to reflect any increase in the cost to the Company which is due to any factor beyond the control of the Company (such as, without limitation, any foreign exchange fluctuation, alteration of duties, significant increase in the cost of labour, materials or other costs).



# Maryculter House

**4.3** Prices quoted are subject to change to annual review to be effective from the 1<sup>st</sup> of January each year and the Company reserves the right to alter the Prices in line with the annual review without notice. This is also applicable to confirmed bookings. Price increases, which will be in line with economic circumstances, will not result in the Client being entitled to cancel the Event.

**4.4** The Company reserves the right to add any new or additional tax or levy imposed by any lawful authority, which was not known to the Company at the time the Terms and Conditions of Contract were entered into. The Company shall be entitled to payment from the Client for any additional goods and services ordered at the Event.

**4.5** A non-refundable deposit of £1,000 shall be paid by the Client to the Company to secure the booking of the Event on or before the date of the Booking Form is received by the Company. In the Event that the Client requires to change the date of the Event for reasons out with the Client's control, provided the alternative date can be accommodated, the deposit shall be transferred to the new Event date. If however, the Client requires to cancel the Event pursuant to Condition 7.2 hereof, the deposit shall be non-refundable.

**4.6** There will be a minimum charge of 80% of the total day and evening guests charged for the Evening Buffet.

## **5. Payment**

**5.1** Subject to any special terms contained in the Booking Form or otherwise agreed in Writing between the Company and the Client, the Company may invoice the Client for the Event at any time after the date eight (8) weeks prior to the Event. The Client shall pay 100% of the Price fourteen (14) Working Days prior to the date of the Event.

**5.2** Failure to pay timeously will result in interest running on the Price at the rate of 4% per annum above the rate of the Bank of England, from the due date until payment.

**5.3** Any queries on the invoice must be raised within five (5) Working Days of the date of the invoice in Writing and should any such queries remain unresolved following three (3) Working Days thereafter then without prejudice to the claims of the Company in respect of the invoice it will be the obligation of the Client to make immediate payment of the undisputed amount

**5.4** The Company reserves the right to withdraw credit facilities which may be in existence without explanation or notice.

## **6. Client/Guest use of the Hotel**

**6.1** The Company has statutory obligations including, without prejudice to that generality, the obligations incumbent upon the Company relating to liquor licensing, fire regulations and health and safety. It is therefore the obligation of the Client and guests of the Client to comply with these requirements as may be directed and enforced by the staff at the Hotel.

**6.2** The attention of the Client is drawn to the notices displayed in the Hotel with regard to the exclusion of liability by the Company.

**6.3** All consumables consumed at the event must be supplied by the Company or its authorised agents. Without prejudice to the foregoing generality, the consumption of consumables, whether food or beverage, which have not been supplied by the Company or its authorised agents is prohibited. This includes any consumables which may be won as prizes or given as gifts at the Event. The Company reserves the right to make a discretionary charge to the Client or guests of the Client should Condition 6.3 be breached. This provision covers both the Hotel and its grounds.

**6.4** The Client and guests of the Client shall not act in an improper or disorderly manner in the Hotel or its grounds. They shall also leave promptly at the appropriate time and comply with all reasonable demands of the Company's staff at the Hotel. The Company reserves the right to make a discretionary charge to the Client or guests of the Client should Condition 6.4 be breached.

**6.5** If your overall numbers for your evening reception are above 180 the hotel has the right to charge for external security staff to be brought in.

## **7. Cancellations**

**7.1** The Event may be cancelled by the Company should any of the following circumstances occur:

**7.1.1** The Hotel or any part of it being closed, or going to be closed due to circumstances out with the control of the Company. Should the Company cancel the Contract under Condition 7.1.1 the Company shall refund any advance payments made, less any outlays already incurred, in full and final settlement of the Company's obligations arising under the Terms and Conditions of Contract. In no event shall the Company be liable to the Client for an indirect or consequential losses suffered or incurred by the Client as a result of cancellation by the Company pursuant to Condition 7.1 hereof.

**7.1.2** The bankruptcy or insolvency of the Client.

**7.1.3** Where instalment payments are being made to account for a future Event and the Client is in arrears for more than seven (7) Working Days in respect of such payments.

**7.1.4** Any other circumstances which in the sole opinion of the Company would be likely to result in either the reputation of the Company or the Hotel being prejudiced or damage being caused to the property of the Company or the Hotel.

**7.1.5** The Client fails to provide details of final numbers of guests under Condition 3.1

**7.1.6** The Client fails to make timeous payments of any sums due to the Hotel.

**7.2** Should the Client for any reason cancel a confirmed Event less than fifty two (52) weeks prior to the Event, the Company reserves the right to impose cancellation charges. The company reserves the right to charge (a) 90% on contracted accommodation and room hire revenue and (b) 70% on contracted food and beverage revenue, being the Hotel's loss of profit. These charges shall be subject to further adjustments depending upon the length of notice provided to the Company by the Client as follows:

**7.2.1** Cancellation less than fourteen (14) Working Days prior to the Event – 100% of the Price

**7.2.2** Cancellation between twelve (12) weeks and fourteen (14) Working Days prior to the Event – 75% of the Price

**7.2.3** Cancellation between twenty six (26) and twelve (12) weeks prior to the Event – 50% of the Price

**7.2.4** Cancellation between fifty two (52) weeks and twenty six (26) weeks prior to the Event – 35% of the Price

**7.2.5** Should the Company be able to re-sell the date of the cancelled Event, then the Company may exercise discretion in relation to the imposition of cancellation charges.

**7.3** Intimation of the cancellation of the Event must be in Writing by the Client (and where there is more than one party comprising the Client any one of them) to the Company and will be effective on the date such intimation is received by the Company. The Company shall endeavour to mitigate its losses by taking steps, which, in its sole discretion will mitigate any loss. The Client shall be liable for all reasonable expenses incurred by the Company in mitigating its loss arising from such cancellation.



#### **8. Access to the Function Room**

**8.1** Reservations confirmed on a day rate are accepted on the basis that access to the function room(s) at the Hotel allocated for the Event is limited to the period between 8am and 12 midnight on the day of the Event unless previously agreed by the Company and acknowledged in Writing by the Client.

#### **9. General**

**9.1** The Client shall be liable for any loss or damage caused to the Hotel, its grounds or the property of the Company, for loss or damage caused to the property of the Client and that of third parties, and for death and injury to the Client, employees of the Company, patrons of the Hotel and third parties, to the extent that said loss, damage, death or injury is caused by the Client or guests of the Client.

**9.2** The Company shall not be liable for any failure to perform its obligations to the Client in whole or in part as a result of any circumstances beyond its control (including, without limitation, any strikes or industrial action, civil commotions, terrorism, riot, war (declared or undeclared), act of God, fire, flood, explosion, storm, earthquake, subsidence, epidemic, failure of service or utilities, or other natural or physical disasters)

**9.3** Entertainment at the Event shall be entirely the responsibility of the Client. Any electrical equipment required to be used for the Event shall require the prior approval of the Company. The Client shall ensure that such equipment is available for inspection in advance of the Event.

**9.4** No waiver by the Company or any breach of the Terms and Conditions of Contract by the Client shall be deemed to be a waiver of any subsequent breach of the same or any other provision.

**9.5** If any provision of the Terms and Conditions of Contract is held by a court or other competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of the Terms and Conditions of Contract and the remainder of the provision in question shall not be affected.

**9.6** The Terms and Conditions of Contract shall be governed by the laws of Scotland and the parties hereto submit to the non-exclusive jurisdiction of the Scottish courts. In particular and without prejudice to the foregoing generality, the parties hereto submit to the non-exclusive jurisdiction of Aberdeen Sheriff Court.

**I have read and understood the above Terms and Conditions and agreed to this Contract:**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_