

TERMS AND CONDITIONS

1. **CHANGES:** In the unlikely event the customer is required to change the date of the event or wedding, every effort will be made by the White House to transfer the new date. The customer agrees that in the event of a date change, any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the customer. The customer further understands that last minute changes can impact the quality of the event and that the White House is not responsible for these compromises in quality.

2. **CANCELLATION:** In the event the bride or groom cancels the wedding, they must notify the White House immediately in writing or by email. The following cancellation charges apply A. If the event is cancelled 4 to 6 months prior to the event the customer is subject to pay 50% of the total cost B. In the event the customer cancels the event less than three (3) months prior to the event, the customer is subject to pay 100% of the final cost.

3. Alcohol service must stop no later than 12:00 am. The bar in the function room will only open for a minimum of 50 guests. Less than 50 will be subject to a charge of £150 for the bar to be open.

4. Music (DJ or live music) must stop no later than 12:00 am.

5. **RESPONSIBILITY AND SECURITY** The White House does not accept any responsibility for damage to or loss of any articles or property left at the White House during or after the event. The bride and groom agrees to be responsible for any damage done to the White House by themselves, or their guests. Any damages will be charged to the Bride and Groom. The function room needs to be cleared of all belongings the following morning by 10am.

6. **DEPOSITS.** A deposit of £500 is required to secure the booking this must be paid within 2 weeks of the provisional date being held. A further payment of £500 is required 6 month prior to the wedding and the full balance of the wedding is due 6 weeks before the wedding date.

7. **ACCOMMODATION** Rooms are priced at £90 Bed and Breakfast for a Double or Twin room £100 B&B for the suite. Accommodation consists of 2 Suites, 4 Doubles and 2 Twins. A sofa bed or travel cot is available for the suite at an extra charge. All rooms must be paid for at least 48 hours prior to the wedding. All rooms must be used and paid for by the wedding party.

8. Minimum numbers of 30 apply for the Wedding package if minimum number are not met then a room hire charge of £500 is payable.

9. All catering must be provided for by the White House with the exception of the wedding cake.

10. Final details including final numbers should be made at least 6 weeks prior to your wedding date. Please telephone and make an appointment with the wedding coordinator.

POLICY AND GUIDELINES AGREEMENT I have read and understand the policies concerning the wedding held at the White House. I agree to uphold them and ensure that members of the party will abide by the policies.