

**SOUTH LAWN**  
Country House Hotel



Lymington Road, Milford-on-Sea  
Lymington, Hampshire SO41 0RF  
Tel: 01590 643911  
Website: [www.southlawnhotel.co.uk](http://www.southlawnhotel.co.uk)  
Email: [events@southlawnhotel.co.uk](mailto:events@southlawnhotel.co.uk)

## *Amazing Wedding Package – 2020/2021*

### **AMAZING WEDDING PACKAGE** available on remaining dates for 2020 & 2021

Three Course Sit Down Meal and Coffee  
Wine with the Meal  
Bubbly for Speeches  
Master of Ceremonies  
White Table Linen and Napkins  
Church Candle Table Centre  
Cake Stand and Knife  
Complimentary Bridal Bedroom  
Free use of Banqueting Suite for your Evening Party

**£39.99 per person in 2020 and 2021**

### **January, February and November Special**

£29.99 per person on a Saturday and £24.99 per person on any other day

So, if you have 50 guests for your meal and 150 for your evening party our Amazing Wedding Package includes everything you need and during some months can cost less than £1,250

You can of course upgrade any aspect of our package as you see fit, we have a number of bolt on's to enhance your day which are detailed on page 3 of the amazing wedding package details.

Call our wedding team on 01590 643911 to discuss and view our fantastic facilities

*Amazing Wedding Package - 2020/2021*

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# Amazing Wedding Package - 2020/2021

## Amazing Wedding Package The Facts

Following the success of our Amazing Wedding Package within our portfolio we have decided to open our diaries with an Amazing Wedding Package for our remaining dates in 2020 & 2021.

The package price is £39.99 for 2020 & 2021, however we charge supplements for Saturdays from June to September inclusive of £10.00 per person. The January, February and November Special is £29.99 per person on a Saturday and £24.99 per person on any other day.

The charge made by the Hotel for civil ceremonies when combined with our Amazing Wedding Package is £300.00 representing a 50% discount. The registrar makes their own charges; you should discuss this and all your ceremony arrangements with them.

Upgrading our Amazing Wedding Package is of course possible. The menu included is our Classic Menu as detailed in our main wedding brochure. You must have the same menu for everyone, although any special dietary requirements are dealt with on an individual basis. If you would like to change any part of the menu you may do so by choosing any of the dishes on our menu page, and adding the supplement to the package price. Additional drinks and bolt on's which are detailed on the next page are charged as additions.

Evening Buffets can be added to the package although we do not insist on this. A specially priced simple finger buffet has been put together to compliment our package at £12.99 per person. This is only available with the package as are all our bolt on's. Our usual buffets and hog roasts start at £22.00 per person. With any buffet we expect you to cater for all your guests, under catering always reflects badly on the hotel, which we will not allow.

Any children aged under 12 in excess of the minimum adult number will be charged at a flat rate of £16.99. There is no charge for very young children who do not require any catering. You may choose either a children's menu or have half portions of your adult menu but to take advantage of this it must be the same menu choice for all your younger guests.

Saturdays require a minimum number of adults of 70, any other day is 50.

Confirmation of any remaining date in 2020 and 2021 requires a non-refundable deposit of £500.00. If you need to change the date of your wedding after confirmation you will need to rebook a new date and confirm this with a new deposit. If we are fortunate enough to re-sell your released date we will transfer your original deposit to your new date. Moving your date within six months of your booking is however accepted as a cancellation and subject to cancellation charges.

Our cancellation policy is outlined in our terms and conditions and will be imposed no matter what the circumstances. **We strongly recommend wedding insurance.** Once a date is cancelled the debt is passed to a third party for recovery, the hotel management have no authority to negotiate the matter further.

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## *Amazing Wedding Package - 2020/2021*

### **Amazing Wedding Package The Bolt On's**

Bolt on's are a perfect way to enhance your package and whilst they are not an absolute requirement for a perfect wedding they do add to the occasion. All our bolt on's are heavily discounted and are only available with the Amazing Wedding Package. They must be applied to the whole of your party, children under 12 years are charged at half price.

### **Arrival Drinks & Nibbles at £8.50 per person**

Mixed Nuts, Crisps & Olives are the perfect accompaniment to a half pint glass of Pimms & Lemonade. This bolt on includes nibbles on the bar and bar tables as well as Pimms with all of the fruit and also includes a top up of Pimms served by our team in jugs. For those not drinking alcohol a South Lawn Mocktail will be provided.

### **All Day Tea & Coffee at £1.00 per person**

Tea & Coffee is often asked for throughout the day and your guests will very much appreciate your gesture that this has been arranged by yourselves from your arrival up until 11pm in the Cornwallis Bar.

### **AWP Buffet at £12.99 per person**

This buffet is an excellent way of making an evening party complete without going to the expense of our usual evening buffets which start from £22.00

A Selection of Freshly Cut Sandwiches  
Sausage Rolls and Pork Pie  
Vegetable Samosas, Onion Bahjis and Pakora  
Chicken Skewers, Plaice Goujons  
Cheddar Cheese and Pickled Onion Bites  
Tortilla Chips and Dips

### **Savory Cheese & Pate Buffet at £14.99 per person**

A Selection of Cheddar, Brie and Blue Cheese  
Chicken Liver Pate  
Pickled Onions & Bramley Apple Chutney  
Baguettes & Cheese Biscuits  
Grapes & Celery

S O U T H L A W N  
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**WEDDING BROCHURE 2020 / 2021**

If you feel that our Amazing Wedding Package does not suit your needs you can put together your own individual requirements from our 2020 and 2021 wedding brochure which follows.

If you have decided upon our Amazing Wedding Package you will still find many helpful tips and useful information contained within our main brochure.

Booking and Conditions contained at the end of the brochure applies for all weddings

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## Your Wedding – 2020/2021

Congratulations on your forthcoming wedding.

Thank you for considering South Lawn when making arrangements for what will be one of the most memorable days of your lives. We hope that you find our brochure helpful when making your arrangements and with it comes our invitation to make an appointment to view our superb facilities and discuss your requirements on this special day.

This country house is now a lovely, tranquil retreat which provides the expected standards of today. South Lawn can confidently offer you the perfect venue for your civil ceremony, reception and evening party. You may be assured that everyone will strive to produce the very highest standards of service and hospitality. We have ideal facilities for an intimate celebration for as few as 10 or for as many as 200 in our luxurious facilities.

Our professional and experienced management team are happy to advise you on the smallest of detail and we are there for you as much or as little as you want, both through the planning stages and on the day. We will ensure you can relax in confidence and enjoy the company of your guests.

**To make an appointment to view the facilities at the hotel please telephone 01590 643911 for the personal service your day deserves.**

If you decide to entrust South Lawn with your special day you can book a tasting meal in our Restaurant to try our Classic Menu for up to 10 people for which we charge a nominal fee of £19 per person. This must be booked and arranged for you well in advance as we believe it is imperative to have prepared the exact standard you will receive on your wedding day. With your meal we will serve a glass of house red, white or rose and a glass of bubbly with your pudding. You can then decide whether or not you need to upgrade your menu or wines and discuss this with us further. We are confident that you will find our classic menu just perfect for you and your guests. It is designed to suit the majority pallet whilst having balance and style.

Every venue will have something different to offer and whilst we sincerely hope that we have the pleasure and privilege of looking after you, we would like to wish you every happiness on your special day wherever you may choose.

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## *Civil Ceremonies & Partnerships-2020/2021*

South Lawn has been granted approval to be used for civil ceremonies. Marriage and civil partnership in the presence of the Superintendent Registrar may take place in The Cornwallis Suite, striking, elegant and refined for up to 120. Numbers for our suite are fire limits so must include everyone.

We can accommodate up to 150 guests for a ceremony, 150 guests seated for a wedding breakfast and up to 200 for an evening party.

There is no mystique to a civil ceremony or partnership but there are certain rules and regulations that must be adhered to which we can guide you through, please note that the registrars say on any issue is final.

The law allows couples to marry on any day of the year, including Christmas Day and any time between the hours of 8am and 8pm. Please note that this will always be dependent on the availability of the registrar as well as the hotel.

Fareham registry office will marry people at South Lawn up until early evening. Please contact them to check availability and prices on 01329 246040 / 01329 316154 or email: [southhants@hants.gov.uk](mailto:southhants@hants.gov.uk)

The advantage of holding your ceremony within the hotel is that although not a religious ceremony there are many refinements and special touches that cannot be performed in a Registry Office. If you would like to adopt some of the traditions from a church ceremony such as the bride being given away, the playing of non-religious music or an approved reading you may do so.

Please be aware that the hotel can only perform civil ceremonies and partnerships on the condition that they are followed by a reception held in the hotel. Please see our tariff page for prices.

If you are having a civil ceremony without a formal sit down meal to follow it is important to consider what you have planned for you and your guests prior to an evening celebration starting. We are happy to help and advise you on this, as it is very important.

It is your responsibility to book and liaise with the registrar.

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# The Order of the Day – 2020/2021

This is a traditional order of the day; your own order of the day can be accommodated

## CIVIL CEREMONIES

- About 45 minutes before the ceremony is due to begin your guests will gather. It is always a good idea for the Groom to be present to greet your guests on arrival.
- The Bride and Groom may not wish to see each other before the ceremony. If so the Registrar will interview the Groom separately, about 20 minutes before it is due to begin.
- When the Bride arrives the guests and the Groom will be seated for the ceremony. The Registrar will then interview the Bride.

The ceremony may then begin, which takes between 20 minutes and half an hour.

- You may have three pieces of music during the ceremony, which the registrar must approve. Brides Arrival, Signing of the Register and Departure of Bride and Groom. Additionally you may play music whilst your guests are gathering and awaiting the bride.

Following the ceremony

- A greeting line up may take place as guests leave the ceremony, giving them an opportunity to formally congratulate you and allowing your photographer to take photographs with less interruption from guests.
- Your photographer will probably take you into our beautiful gardens with its magnificent trees and lawns to take photos.

Following this the format then takes the same as a church wedding, with the exception of the line up, which may have already taken place.

## CHURCH WEDDING

We welcome you to the hotel following your photographs, which will have partly taken place at your Church or Registry Office.

- A reception drink may then be served
- The Best Man and Master of Ceremonies gather the main wedding party together at the entrance to the suite for a line up into the wedding breakfast; this is your opportunity to formally welcome all your guests, and for them to congratulate you.
- Your wedding breakfast is then announced and your guests take their places.
- We then announce you into the room – an opportunity for guests to show you their appreciation.
- Grace may then be said

The meal is then served and no further formalities take place until after the main course.

- When the majority of the guests have finished their main course the Bride and Groom would cut the cake
- Once coffee, cake and bubbly has been served speeches begin, traditionally as follows.  
Brides Father  
Groom  
Best Man
- We then announce the formalities over and the Bride and Groom out of the room. This gives your guests an opportunity to relax prior to your evening arrangements.

## EVENING PARTY

It is now time to relax; the only formality the Bride and Groom may choose is to have their first dance.

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## Menus - 2020/2021

Our Classic Menu is £52.00 per person. If you wish to alter the Classic Menu you may choose any of the supplementary dishes and add the additional cost to the £52.00. Please note that the best banqueting menus are simple and suit the majority palette.

**Special Dietary Requirements** We are able to provide a wide selection of special dietary alternatives. We aim to keep dishes for vegetarians and other special diets innovative and for this reason will discuss individual requirements with you.

**Choice Menus** We are often asked about offering a choice menu. Of course this is possible, however, there is always an element of wastage which inevitably increases the cost and you should allow an additional half an hour to your meal time. If you are able to supply us with an advanced order from a choice of two amalgamated menus we will charge the price of your most expensive chosen menu plus a 20% surcharge.

### Classic Menu £52.00 per person

Seasonal Vegetable Soup  
 Croutons, Herb Oil  
 \*\*\*\*

Corn Fed Breast of Chicken  
 with a Pancetta & Tarragon Jus  
 Fondant Potato  
 Fresh Seasonal Vegetables  
 \*\*\*\*

Chocolate & Honeycomb Cheesecake  
 \*\*\*\*

Freshly Brewed Coffee & Chocolate Mints

### Supplementary Dishes

#### **Starters**

New Forest Wild Mushroom Soup with Truffle Oil and Rustic Croutons  
 Glazed Goats Cheese Tart with Rocket & Balsamic  
 Chicken Liver Pate with Bramley Apple Chutney & Melba Toast  
 Cantaloupe, Honeydew and Water Melon with Mint Coulis

#### **Intermediates as an additional course**

Champagne Sorbet

#### **Mains**

Fillet of Beef, Dauphinoise Potato, Mushroom & Tarragon Sauce  
 Braised Lamb Shank with Garlic Mash & a Redcurrant reduction  
 Pan Seared Sea Bass Fillet with Caper & Samphire Butter Sauce  
 Slow Roast Pork Belly with crushed New Potatoes,

Served with a Compote of Apple & Prune served with a Pork Jus  
*Main courses are served with chefs choice of Vegetables and Potato.*

#### **Puddings**

Sticky Toffee Pudding with Vanilla Bean Ice Cream  
 Profiteroles, Irish Liqueur Cream & Chocolate Sauce  
 Seasonal Fruit Crème Brulee

#### **Cheeses**

Dorset Blue Vinney & Cheddar Platter, Crackers, Celery & Grapes  
 If replacing a sweet  
 As a table centre platter in addition to your sweet

*If you require cheese as an addition to an evening buffet please ask us to quote, the above pricing does not apply*

### Additional Cost

add £2.70  
 add £3.00  
 add £2.70  
 add £3.00

add £4.20

add £5.40  
 add £4.40  
 add £4.70

add £4.20

add £3.20  
 add £2.70  
 add £3.50

add £3.50 per person  
 add £40.00 per table

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## *Evening Buffets & Canapés – 2020/2021*

### **CANAPES**

**£6.00 per person (4 per person)**

Ideal with your reception drinks, Chicago Canapés to include for example

Smoked Salmon with Tzatziki & Trout Egg

Chive Cream Cheese Mini Blinis

Mozzarella Cheese, Cherry Tomato & Pesto

Italian Ham & Pesto,

Mini Brioche topped with Cottage Cheese,

We always serve Olives to complement our canapé selection

### **EVENING PARTY BUFFET**

**£22.00 per person**

Mexican Chicken Skewers with Tomato and Lime Salsa

Mini Roast Potatoes with Rosary Goat's Cheese and Red Onion Marmalade

Rare Roast Beef Yorkshire Pudding with Béarnaise Sauce

New Forest Mushroom and Smoked Ham Quiche

Chorizo Spiced Pork Belly Skewers with Sweet Chilli Sauce

Smoked Haddock & Spring Onion Fishcakes

Lamb and Mint Kofta with Raita Sauce

Selection of Sandwiches

Greek Salad & Mixed Leaf Salad

### **HOG ROAST £24.00 per person**

Spit Roasted Pork

Crispy Crackling & Apple Sauce

Floured Baps, Homemade Coleslaw

Bean Salad with Tomato Dressing

Green Salad

New Potato Salad with Chives

(Min. Nos of 120 are required for a whole pig)

### **BARBEQUE £23.00 per person**

Beef Burger, Cumberland Sausage

Garlic & Herb Chicken Drumsticks

Mint Marinated Lamb Chops

Mediterranean Vegetable Brochettes

Tomato & Mozzarella Salad

Green Salad, Potato Salad & Coleslaw

Relishes, Chutneys & Floured Baps

We are sometimes asked about adding sweets to a finger buffet. This tends to detract from the informality needed at an evening party, however if you require sweets we recommend adding a selection of bite size pastries. Alternatively we are happy to serve your celebration or wedding cake with no charge.

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## Wedding Tariff – 2020/2021

**MENU PRICES** Here is a summary of our catering prices, all of which are detailed in the appropriate section of our brochure. All prices are per person.

Classic Menu £52.00  
 Supplementary dishes from £ 2.70

Under 12s in excess of the minimum adult numbers are charged at £16.99 with no charge for small children that do not require catering, we have a few high chairs.

Evening Party Buffet £22.00  
 Hog Roast and Salads £24.00  
 Canapés £ 6.00  
 Additional Buffet Items £ 2.50  
 Mini Sweet Pastries £ 2.50

**LATE FINISH** Midnight is a great time to end your party. Parties that end on a high are always remembered. There is no charge for parties that have an end time of midnight or before. When your function has finished and non residents have left we will serve drinks in the hotel bar until 2am. If you wish the end time of your function to be extended until 1am you can pay for an extension which will cost £200.00. This is on the understanding that the hosts, which would be yourselves are both resident and present to the end.

**ROOM HIRE** When not using the Amazing Wedding Package room hire is charged at £900.00

### CIVIL CEREMONIES

When not using the Amazing Wedding Package a charge of £600.00 is made by the hotel. The Registrar makes their own charges in all cases.

### ARRIVAL DRINKS per person

Bucks Fizz £6.50  
 Kir Spritzer £5.50  
 Prosecco £6.00  
 Pimms and Lemonade £6.50

Alternatively why not have an account bar for the first drink, this gives people a choice and we estimate the average spend per person at about £5.00.

If you would like an arrival drink not listed please ask for details

### TABLE WINE per bottle

House Wine -  
 Red, White and Rose £21.00  
 An extensive list is available on request

### TOASTING WINE per bottle

Prosecco £32.00  
 Sparkling Chardonnay £29.50  
 House Champagne £44.00

The most important drink to consider giving your guests is wine with the meal, this ensures the guests will not keep leaving the table to go to the bar and allows for an efficient service.

### CORKAGE

A corkage fee for wines brought on to the premises is charged.

Table wine £15.00 per 75cl bottle  
 Sparkling wine £19.00 per 75cl bottle  
 Champagne £22.00 per 75cl bottle

For other drinks please ask, we do not allow own spirits.

VAT Value Added Tax is included in all our prices @ 20%, any increase in VAT would be added to our prices on your final invoice.

Credit card payments for functions will incur a surcharge of 2%.

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## Accommodation – 2020/2021

South Lawn has 25 en-suite bedrooms, all very similar and spacious. All rooms include colour tv, tea/coffee making facilities, iron and ironing board, fan and hairdryer which helps to save you packing those bulky items.

With the Amazing Wedding Package a complimentary bedroom will be automatically reserved for the bridal couple when you confirm your wedding with a deposit. Any remaining rooms are available to be booked on a first come first served basis. We do suggest that you ask your guests to book their own rooms to avoid confusion, double bookings and cancellation charges.

Our Accommodation rate for wedding guests in 2020 and 2021 is £118.00 per room per night including breakfast based on either 1 or 2 people per room. These rates are only available via our website with the use of a promo code which we will supply to you when you confirm your wedding.

Extra child beds and cots are also available at £20.00 per bed/cot and includes breakfast, you may of course bring your own travel cot when no additional charge will apply.

Some of your guests may choose to book through online travel agents such as Booking.com because the rate appears cheaper. Be aware that booking through travel agents does not include breakfast which is £10.50 per person.

It is important that you inspect our bedrooms as well as our wedding facilities prior to booking your wedding to ensure they will meet your guests' requirements.

Check in time is from 2pm as this allows for guests from the previous night to have departed and for us to prepare the rooms for you. Check out time is strictly 11am. Of course common sense must prevail and if your room is ready earlier or not used the night before early check in may be possible. We will make every effort to accommodate your guests' requirements but are somewhat beholden to the previous night's guests and can provide no guarantees. Please ensure your guests understand this.

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# Booking and Conditions – 2020/2021

Arguments between friends usually stem from misunderstandings. It is therefore useful to have a form of contract in the very unlikely event that a disagreement arises. We would like to advise you of the following conditions before you continue with your wedding preparations and ask you to sign and return to the hotel. Making your booking constitutes your understanding of our charges and terms & conditions.

### BOOKING

Once you have established that we are offering the facilities you require and you have checked the availability at South Lawn you may make a booking. Your booking will only be held for 7 days unless confirmed. To confirm your booking we require a signed copy of these terms and conditions and a £500.00 non-refundable deposit. Once you have confirmed you will receive a receipt. You can then relax until 8/10 weeks prior to your wedding when we ask that you contact the hotel to finalise details such as menus, wine and rough table plans. Final numbers may be amended up to 72 hours prior to the day. You can of course contact us whenever you need to.

### PAYMENT

A further deposit payment equal to the anticipated final account less your initial deposit is required 1 month prior to the reception. Following your wedding an invoice will be issued. Any outstanding balance must be paid within 21 days. Please note that the Bride and Groom are responsible for the charges and that whilst every effort is made to hold prices included in the wedding tariff for each year, we do reserve the right to amend these at any time. A VAT increase is a good example of why we may need to change our prices. Credit card payments are subject to a 2% surcharge.

### NUMBER OF GUESTS

The minimum adult numbers are outlined in the brochure. Should numbers fall below this the minimum number of adults will be charged for.

### DAMAGE AND LOSS

Whilst you and your guests are at South Lawn we ask that you make every effort to safeguard the fixtures and fittings. Offensive or illegal behaviour may result in individuals or the entire party being asked to leave the premises, in which case no refunds will be given. The Hotel cannot accept responsibility for the loss or damage to yours or your guest's property.

### WEDDING INSURANCE

Please read our letter to you on the reverse of this page.

Date of Function \_\_\_\_\_

Please return & retain the duplicate of this page.

### CANCELLATIONS

If you cancel your booking at any time you will forfeit any monies paid. Cancellations can only be accepted in writing, proof of delivery is advised. Cancellation charges are calculated at £52.00 per person for a meal plus £15.00 per person in the evening based on 50 adults attending the meal and 100 in the evening. This is irrelevant to the numbers and package booked and provides for loss of ancillary revenue.

If you cancel 5 to 9 months prior to the date reserved you will be charged 33% of the above numbers and prices. Cancellations under 5 months prior to the reception will incur charges of 66% of the above numbers and prices. Cancellations under 3 months prior to the date booked will be charged at 100% of the above numbers and prices. In the unlikely event that you need to change the date of your wedding after confirmation you will need to rebook a new date and confirm this with a new deposit. If we re-sell your released date we will transfer your original deposit to your new date. Date changes within 6 months of your booking are considered as cancellations.

**We strongly recommend insuring your wedding against cancellation due to unforeseen circumstances. If you are forced to cancel for ANY reason either within or beyond your control the cancellation charges will apply.** Cancellation charges are contractually recovered by a third party and the hotel has no authority to negotiate the matter further once cancellation has been made.

Cancellation charges are joint and several between the prospected bride and groom.

We confirm that we understand the above and that making a booking constitutes our understanding of these terms and conditions.

Groom  
Print & Sign \_\_\_\_\_

Bride  
Print & Sign \_\_\_\_\_

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Dear Bridal Couple,

Re: Cancellations

*We rarely see weddings cancel because a couple has a change of heart but we see many couples who are forced to cancel because of wide ranging unexpected circumstances.*

*Nobody when booking a wedding expects that a cancellation situation will occur but sadly it can happen. Bereavement, illness, accidents and armed forces commitments are amongst the list we have had presented to us over the years. In all circumstances our cancellation charges apply and you would be personally responsible for them. As a business charging competitive prices we cannot afford to support cancellations. When reserving our facilities we make a commitment to you that disallows us to sell what you have reserved to somebody else.*

*We cannot stress the importance of arranging insurance cover for your wedding but you have to do this yourself. There are many products widely available all providing different levels of cover, the venue, photographer, cake, honeymoon, flowers, cars and so on will all have to be paid for in the event of a cancellation and all your services will have cancellation policies to consider. Wedding insurance can cost as little as £25.00. So please take our advice and find the right policy for yourselves that would allow you to reclaim any costs you would incur in the unlikely event of a cancellation arising.*

*We are so committed to ensuring you do not become compromised by the unlikely and unfortunate circumstance of a cancellation that we will give you £25 towards the cost of your insurance by adding a £25 deposit contribution to your account.*

*We cannot take insurance out for you but please use our contribution for the purpose it is intended and make sure you get adequate cover. We of course hope that you will not be placed in such a position but please remember under no circumstance will we waive cancellation charges.*

Thank you  
South Lawn Hotel

**EVENTS WEDDINGS BUSINESS RESTAURANT HOTEL**

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## Booking and Conditions – 2020/2021

Arguments between friends usually stem from misunderstandings. It is therefore useful to have a form of contract in the very unlikely event that a disagreement arises. We would like to advise you of the following conditions before you continue with your wedding preparations and ask you to sign and return to the hotel. Making your booking constitutes your understanding of our charges and terms & conditions.

### BOOKING

Once you have established that we are offering the facilities you require and you have checked the availability at South Lawn you may make a booking. Your booking will only be held for 7 days unless confirmed. To confirm your booking we require a signed copy of these terms and conditions and a £500.00 non-refundable deposit. Once you have confirmed you will receive a receipt. You can then relax until 8/10 weeks prior to your wedding when we ask that you contact the hotel to finalise details such as menus, wine and rough table plans. Final numbers may be amended up to 72 hours prior to the day. You can of course contact us whenever you need to.

### PAYMENT

A further deposit payment equal to the anticipated final account less your initial deposit is required 1 month prior to the reception. Following your wedding an invoice will be issued. Any outstanding balance must be paid within 21 days. Please note that the Bride and Groom are responsible for the charges and that whilst every effort is made to hold prices included in the wedding tariff for each year, we do reserve the right to amend these at any time. A VAT increase is a good example of why we may need to change our prices. Credit card payments are subject to a 2% surcharge.

### NUMBER OF GUESTS

The minimum adult numbers are outlined in the brochure. Should numbers fall below this the minimum number of adults will be charged for.

### DAMAGE AND LOSS

Whilst you and your guests are at South Lawn we ask that you make every effort to safeguard the fixtures and fittings. Offensive or illegal behaviour may result in individuals or the entire party being asked to leave the premises, in which case no refunds will be given. The Hotel cannot accept responsibility for the loss or damage to yours or your guest's property.

### WEDDING INSURANCE

Please read our letter to you on the reverse of this page.

Date of Function \_\_\_\_\_

Please return & retain the duplicate of this page.

### CANCELLATIONS

If you cancel your booking at any time you will forfeit any monies paid. Cancellations can only be accepted in writing, proof of delivery is advised. Cancellation charges are calculated at £52.00 per person for a meal plus £15.00 per person in the evening based on 50 adults attending the meal and 100 in the evening. This is irrelevant to the numbers and package booked and provides for loss of ancillary revenue.

If you cancel 5 to 9 months prior to the date reserved you will be charged 33% of the above numbers and prices. Cancellations under 5 months prior to the reception will incur charges of 66% of the above numbers and prices. Cancellations under 3 months prior to the date booked will be charged at 100% of the above numbers and prices. In the unlikely event that you need to change the date of your wedding after confirmation you will need to rebook a new date and confirm this with a new deposit. If we resell your released date we will transfer your original deposit to your new date. Date changes within 6 months of your booking are considered as cancellations.

**We strongly recommend insuring your wedding against cancellation due to unforeseen circumstances. If you are forced to cancel for ANY reason either within or beyond your control the cancellation charges will apply.** Cancellation charges are contractually recovered by a third party and the hotel has no authority to negotiate the matter further once cancellation has been made. Cancellation charges are joint and several between the prospective bride and groom. We confirm that we understand the above and that making a booking constitutes our understanding of these terms and conditions.

Groom  
Print & Sign \_\_\_\_\_

Bride  
Print & Sign \_\_\_\_\_

# SOUTH LAWN

Country House Hotel

Dear Bridal Couple,

Re: Cancellations

*We rarely see weddings cancel because a couple has a change of heart but we see many couples who are forced to cancel because of wide ranging unexpected circumstances.*

*Nobody when booking a wedding expects that a cancellation situation will occur but sadly it can happen. Bereavement, illness, accidents and armed forces commitments are amongst the list we have had presented to us over the years. In all circumstances our cancellation charges apply and you would be personally responsible for them. As a business charging competitive prices we cannot afford to support cancellations. When reserving our facilities we make a commitment to you that disallows us to sell what you have reserved to somebody else.*

*We cannot stress the importance of arranging insurance cover for your wedding but you have to do this yourself. There are many products widely available all providing different levels of cover, the venue, photographer, cake, honeymoon, flowers, cars and so on will all have to be paid for in the event of a cancellation and all your services will have cancellation policies to consider. Wedding insurance can cost as little as £25.00. So please take our advice and find the right policy for yourselves that would allow you to reclaim any costs you would incur in the unlikely event of a cancellation arising.*

*We are so committed to ensuring you do not become compromised by the unlikely and unfortunate circumstance of a cancellation that we will give you £25 towards the cost of your insurance by adding a £25 deposit contribution to your account.*

*We cannot take insurance out for you but please use our contribution for the purpose it is intended and make sure you get adequate cover. We of course hope that you will not be placed in such a position but please remember under no circumstance will we waive cancellation charges.*

Thank you  
South Lawn Hotel

**EVENTS WEDDINGS BUSINESS RESTAURANT HOTEL**

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