



TTSEC asks clients to be aware that business is conducted on the basis of our standard terms and conditions and will also apply to weddings/functions whose guests have not completed this document.

1. Confirmation

Bookings will be treated as provisional until the deposit and signed copy of terms and conditions are returned by the client, which should be within 28 days of the provisional booking. Having failed to do so, TTSEC reserves the right to cancel the function/conference without notification to the client.

It is the client's responsibility to contact TTSEC to make an appointment to confirm the final details of the wedding/function (the 'final appointment'). **This final appointment must be carried out no less than four weeks before the date of the event.**

The client must confirm to TTSEC the final numbers of guests attending not less 8 weeks prior to the function/conference. The amount payable by the client will be calculated on the final number of guests given by this 8 week period prior to the event.

Final payment for the function must be paid no less than 8 weeks before the event.

No monetary refund will be possible due to reduction in numbers, whatever the circumstance, if notification is given to TTSEC any less than 8 weeks prior to the event.

2. Cancellations

In the event of a straight cancellation, the client would forfeit any deposits having been made whatever the circumstance.

In certain circumstances and at the discretion of the management of TTSEC, a deposit may be deferred in order to secure an alternative date, resulting in an additional charge. If the client wishes to change the date of the wedding/function (after the initial deposit has been paid), an automatic administration charge of £100.00 will be charged to the client booking which is payable on the final wedding/function invoice.

Should you have to cancel your booking, an additional charge will be made to the client calculated as a percentage of the potential total booking value of the event being cancelled, according to the scale highlighted below; the below charges will be calculated based on the provisional number of expected guests (information supplied by the wedding party) attending the wedding/function.

Cancellation period Percentage

From three - six months prior to the event 25%

Between one - three months prior to the event 30%

One month - 15 days prior to the event 50%

14 - seven days prior to the event 90%

Less than seven days prior to the event 100%

This additional charge does not refer to any deposits having been paid. The client should confirm all cancellations in writing. Any costs incurred for a particular event that otherwise would not have been incurred; will be charged in the event of cancellation, unless TTSEC are able to mitigate their loss.

3. Minimum numbers

TTSEC reserves the right to set minimum numbers in the way of guests attending a wedding/function or catering for selected menus during these events.

4. Deposits and payments

TTSEC may request a deposit before any function and if not paid within 28 days of request; TTSEC may treat the booking as cancelled without notification to the client. In all circumstances, full payment will be required 8 weeks prior to the event. Failure to do so, results in TTSEC reserving the right to cancel the wedding, function or conference.

PLEASE NOTE THAT ONCE FULL PAYMENT HAS BEEN RECEIVED, WE ARE UNABLE TO OFFER REFUNDS OR A RE- ALLOCATION OF MONIES. By paying a deposit for a wedding, the client agrees that once paid, the deposit is non refundable.

5. Credit

Credit is available only if agreed with TTSEC before any function/conference commences. Where credit is agreed, the client should pay within 14 days following the date of invoice (not applicable to weddings and private functions).

6. Price reviews

Prices at TTSEC are subject to review and clients (included clients who have confirmed bookings) will be subject to any change in prices as a result of a review. Written confirmation will be supplied to all affected parties notifying of any changes.

7. Interest

Interest paid on overdue invoices shall accrue from the date when payment becomes due, from day to day until the date of payment, at a rate of 4% above Lloyds Bank's base rate from time to time in force and shall accrue at such a rate after, as well as before any judgment.

8. Damage

The Client is responsible to TTSEC for any damage caused in public areas by the client or their guests, agents, employees etc and indemnity against third parties as a result of negligence.

9. Corkage

Strictly no wines or spirits may be brought by Clients or guests for consumption on the premises during an event unless otherwise agreed with TTSEC.

10. Entertainment

In the case of clients supplying their own entertainment involving electrical equipment of any sort, it is the clients responsibility to obtain the correct documentation proving the safety and suitability of bringing such equipment in to TTSEC in accordance with current health and safety standards.

Any entertainment must adhere to any terms and conditions set out by the hosting venue.

11. Hours of Service

Bar – TTSEC will obtain a licensed to sell alcohol until no later than 1am but the terms and conditions of the hosting venue will determine what time the bar must close. No bar drinks will be served after 1am.

In accordance with current licensing laws, TTSEC management reserves the right to cease the sale of alcohol and food at any time they feel necessary; such instances may occur if the protection of staff, guests or property is compromised.

12. Miscellaneous

TTSEC reserves the right to bill any items missed from the final wedding invoice/bill at a later date.

TTSEC cannot accept responsibility for outside contractors and service providers.

The bride and groom are responsible for the behaviour and actions of their guests. Inappropriate behaviour may result in your event being stopped early or cancelled.

TTSEC does not permit drink to be brought in from outside, under any circumstances.

Wedding table plans and cloth napkin inserts must be supplied no less than seven days before the event.

By signing this, we agree that we have read and accepted the above further information and terms and conditions sections of this contract and will notify all attending guests of the above in respect of:-

Date of wedding	
Bride's name	
Bride's signature	
Groom's name	
Groom's signature	
Date of signatures	