



# YOUR WEDDING AT PIERSLAND HOUSE

PIERSLAND HOUSE HOTEL | TROON

## WEDDING CEREMONY AND SERVICES...

### **Management team and planning:**

You will work with one of the management team during your planning stages. They will be on hand to assist you with any advice you may require. Your second deposit is due 9 months prior to the date. One of the team will contact you to arrange a detailed appointment approximately 8 weeks prior to the wedding to discuss your wedding details. Your final details appointment and confirmation of final numbers will take place 14 days prior to your day. The Master of Ceremonies will require the table plan, place cards and favours on the Monday prior to the wedding date.

### **Child prices:**

Under 3 years: free of charge. 3 yrs to 12 yrs £10 based on childrens menu. 3 yrs to 12 years based on adult menu 50% discount. Over 12 years full price.

### **Wedding ceremony room hire:**

The conservatory lends itself well to civil or religious wedding ceremonies and can accommodate up to 80 guests. Ceremony room hire charge for the conservatory is £150.00.

### **Season offers and discounts:**

All Inclusive Wedding Package: available on selected midweek dates from March to November based on 50 guests attending. Available 7 days a week January – February and November. More information can be found on the wedding package insert.

### **Guest room rates:**

Family and friends offer: book a maximum of 6 rooms and pay in full in advance with no refunds or cancellations for only £480.00. Rooms are on a bed and breakfast basis. All other rooms can be booked at the best available rate online via [www.piersland.co.uk](http://www.piersland.co.uk) or by your guests contacting the hotel direct. Bedrooms are subject to availability at the time of booking.

## WEDDING BOOKING FORM

To reserve and confirm a wedding celebration at The Piersland House Hotel, please complete and return this signed booking form with the signed wedding reception terms and conditions for and the required deposit. When we receive these signed forms we will write to you and confirm your wedding reception.

**Married Name for Bride & Groom:**

**First Names of Bride & Groom:**

**Client Name** (*person responsible for payment of hotel account*):

**Mr/Mrs/Ms:**

**First Name:**

**Surname:**

**Client Address:**

**Town:**

**Post Code:**

**Tel No.:**

**Mobile No.:**

**Email:**

**Date of Wedding:**

**Approx. numbers for day:**

**Approx. numbers for evening:**

Deposit included (booking deposit of £500, second deposit £350)

Total deposit required 9 months prior to wedding date is £850

**Accommodation:**

*\*rooms paid in full*

Single rooms

Double rooms

Twin rooms

Family rooms

**Contact Person for Wedding Arrangements:**

**Contact Tel No.:**

**Email:**

**Additional Information:**

*Please note that once the above booking form has been completed and the initial deposit has been received all terms and conditions apply.*

**Client Signature:**

**Please Print:**

**Date:**

## WEDDING BOOKING TERMS AND CONDITIONS

### **Prices**

The prices in this brochure are valid from 1st January each year and are inclusive of VAT at the current rate. We reserve the right to apply an increase to these prices without prior notification, in the event of unexpected (and rare) events.

### **Restricted Dates**

There are certain dates in the year e.g. Christmas Day, Hogmanay and New Year's Day that will be subject to a minimum spend per person which may be above the wedding package prices on food and drink. If you are interested in planning your big day on any of these dates then please ask the hotel manager for details.

### **Provisional Bookings**

You can make a provisional booking which we will hold for 13 days to allow you to co-ordinate other arrangements. If the provisional booking remains unconfirmed after 14 days we will automatically release the booking.

### **Confirmation**

To confirm your booking the person who is responsible for payment of the final account must complete the booking form and pay a non refundable deposit of £500 to secure the date. The terms and conditions must also be signed and returned with the initial deposit. On receipt of the terms and conditions booking form, the hotel will then confirm the booking in writing.

### **Deposits**

In addition to the non refundable £500 booking deposit, a further non refundable deposit of £350 is required 9 months before your wedding date. We regret that we cannot hold a wedding booking if the full deposits are not paid.

### **Minimum Numbers**

Weddings can take place at Piersland House on any day of the week. On certain days throughout the year there is a restriction on minimum numbers attending the wedding meal. This number is based on adult guests and excludes children. If your adult guests fall below the specified minimum numbers set, then a surcharge of the number of adults below the minimum numbers times your chosen menu, glass of wine per person, or similar will apply.

May to September: Friday 60 and Saturday 70

### **Account Payment**

A proforma invoice for the estimated cost of your wedding, based on your final numbers, will be prepared and sent out. The full 100% of the estimated wedding balance is payable 14 days before the date of your wedding. This will be the minimum number of guest charged for. Any additional costs will be calculated on the day of your wedding and the additional account is payable on departure. Interest on overdue account will accrue at the rate of £% above the Bank of Scotland base rate from the date the account is due.

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## WEDDING BOOKING TERMS AND CONDITIONS

### **Cancellation Policy**

Weddings are booked many months, and often years in advance. If you cancel at short notice it is very unlikely that we will be able to take a replacement wedding booking and in such circumstances the following cancellation charges will apply:

- \* Within 32 weeks: loss of deposits
- \* Within 26 weeks: loss of deposits or 40% of total estimated value whichever is greater
- \* Within 12 weeks: loss of deposits or 60% of total estimated value whichever is greater
- \* Within 8 weeks: Loss of deposits or 70% of total estimated value whichever is greater
- \* Within 4 weeks: 100% of total estimated value

Minimum numbers Sunday to Thursday for the purpose of cancellation only will be 50.

### **Gifts**

Piersland House Hotel is not responsible for any loss, damage or storing of wedding gifts. The client is responsible for the movement and storage of any gifts and for ensuring that they are taken with you at the end of the wedding. Piersland House Hotel is not responsible for any gifts which are stored in hotel bedrooms or changing rooms.

### **Damage**

The client is responsible for any loss or damage to the premises or building of Piersland House Hotel which is caused by client or his/her guests or agents.

### **Beverage & Food**

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises without the agreement of Piersland House Hotel.

I agree and understand all the terms and conditions:

**Client Signature:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_

**Date of Signing:** \_\_\_\_\_