

## TERMS AND CONDITIONS

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### PROVISIONAL BOOKING

The University will hold a provisional booking date on your behalf, with no obligation, for 14 days. However, if the University receives an enquiry for the same date within this time you will be required to make confirm your booking within 48 hours after which, if a deposit and confirmation has not been received, your booking will be released.

### DEPOSIT & BOOKING CONFIRMATION

Once the wedding package quotation has been reviewed and you wish to make a booking, return the signed agreement (accepting these terms and conditions), within 30 days of the date of quotation to your wedding coordinator. The deposit of £500 should be paid as per instructs on the emailed invoice. This will confirm your booking with the University.

Please note that confirmed bookings will not be refunded if subsequently cancelled. A contract is only formed between you and the University when your signed booking form is accepted, and a Confirmation of Booking has been sent to you. No booking application shall be binding on the University and no contract shall be formed until the University sends this confirmation. If the University does not accept your booking application, your deposit will be returned.

### CONFIRMATION OF FINAL NUMBERS

Please keep the University informed if the numbers for those attending the event change. Final numbers, along with menu, drink choices and table plans are required no later than 14 days prior to the date of your wedding. Once final numbers are received the full balance due is non-refundable. The final invoice will be based on these numbers, any increases in final numbers will also be reflected in the final invoice total. All prices are based on minimum guest numbers detailed within the pack.

### MENUS

Some menu selectors have a minimum guest number and/or pricing variants as appropriate. All prices are based on minimum guest numbers detailed within the pack.

The University reserves the right to change menus at anytime, though once final selections have been made, that menu choice will be served at your wedding. If you would like your guests to have more than one choice, the higher priced menu selection will be charged with an additional surcharge of 50% of the higher priced selection will be added to the menu cost. The buffet price is based on a minimum order of 100 guests, platters serve 10 people and can only be ordered in these quantities.

Prices are calculated well in advance and every effort is made to maintain these for as long as possible. However the University reserves the right to increase prices to reflect increased costs, with at least 3 months notice. Once you have made your first payment of 50% of the total estimated bill, prices prevailing at that time will apply. If a full package is not utilised or changes are made to the stated items, there is no reduction in cost, and no substitutions will be offered.

### LOSS OR DAMAGE

Any damage to the building, grounds, rooms and contents incurred as a direct result of improper or disorderly behaviour of the client, their guests, or representatives, acts, omissions or default will result in a charge to remedy such damage, the University reserves the right to remove guests in these circumstances. You must comply with, and use your reasonable endeavours to ensure that your guests comply with, all of our reasonable instructions intended to ensure the safety of property and/or people at the venue.

### WINE

Should you wish to provide your own wine or Champagne, the University's standard corkage charges will apply. Availability of wines can fluctuate during the year causing the wine list to change. Where this happens, the University reserves the right to change the wine list, however a like for like alternative will be offered.

### PAYMENT TERMS

All prices are inclusive of VAT, however, if the rate of VAT changes between the date the contract is formed between you and the University and the date of your wedding, the University will adjust the VAT paid (and hence the overall price of wedding package), unless you have already paid for your wedding package in full before the change in the rate of VAT takes effect.

A £500 deposit is required at time of booking. A payment of 50% of the total estimated cost must be paid 6 weeks prior to the event. The balance is due 7 days prior to the wedding reception date.

Guest numbers may be reduced in the 2 weeks leading up to the event but will not be refunded. Additional requirements/numbers requested during this 2 week period must be paid prior to the event.

All prices are inclusive of VAT at current rate and are subject to the rate in operation at the time of the function. The University of Aberdeen reserve the right to change prices and menus without notice due to circumstances outside our control.

### CANCELLATIONS POLICY

The deposit made at the time of booking is non-refundable. If a cancellation is made between 26 and 12 weeks prior to the date of the event, 50% of the total estimated bill (based on the original signed agreement) must be paid. If the cancellation is received 12 weeks or less prior to the date of the event, the full balance is due.

Cancellation of any part of this reservation should be advised verbally in the first instance and then be followed up in writing. You will receive confirmation from the University in writing within one week. Once this process is fully completed, your booking will then be released for re-sale. Cancellation will take effect on the day the University receives written notification from the signatory on the contract.

### CHANGES TO THE VENUE

The University reserves the right to make changes to the interior and/or exterior of the venue between the time the University accepts your booking and the date of your wedding. For example, the University may make changes to the décor and colour schemes of function rooms, and cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees or scaffolding).

The University recommends that all clients take out Wedding Insurance for their event.

The University of Aberdeen reserves the right to amend these terms and conditions at any time. In all cases Scottish Law prevails.

# AGREEMENT TO TERMS AND CONDITIONS



Please sign and return this form to show you agree to the University of Aberdeen terms and conditions along with your signed wedding schedule to the Conference and Event Office address below.

Please also arrange for the deposit payment to be made as instructed on the received email invoice, which will secure your booking.

I hereby agree to the overleaf terms and conditions.

I agree that in the event of cancellation I will pay for \_\_\_\_\_ guests (as agreed at time of booking).

I have paid the appropriate deposit on \_\_\_\_\_ by \_\_\_\_\_ *(method of payment)*

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_

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

I hereby agree to adhere to the health and safety conditions, detailed in the sheet enclosed in the wedding pack.

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_

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

Received (office use only): \_\_\_\_\_

Please return your **agreement to terms and conditions** to the following address:

**Conference & Event Office**  
University of Aberdeen  
King's College  
Aberdeen AB24 3FX

Please return your **deposit payment** to the following address:

Finance Department  
University of Aberdeen  
King's College  
Aberdeen AB24 3FX