

**Wedding Contract**  
Oriel Plas Glyn-Y-Weddw

Wedding Date  Time  Venue Hire and Services Fee   
*(Catering costs not included)*

Bride's Name

Phone  Mobile  email

Address

Groom's Name

Phone  Mobile  email

Address

Best Man's Name  Mobile

Name of Paying Client  Phone  Number of Guests

Wedding Theme

*Please specify colour scheme / traditional / formal / informal / casual etc.*

Time Photo Session Starts  Ends

Time Wedding Breakfast/Catering Session Starts  *(if applicable)*

**WEDDING SERVICES AGREED UPON FOR THE FEE STATED ABOVE**

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All bookings made by customers in respect of Weddings and Conferences at Oriel Plas Glyn-y-Weddw are accepted on the following terms and conditions:

#### **1. Entire Agreement:**

This agreement contains the entire understanding between “Plas Glyn-y-Weddw” and you THE CLIENT. It supersedes all prior and simultaneous agreements between us. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all relevant parties. All confirmations must be made in writing and accompanied by the relevant non-returnable booking fee. The person who signs the booking request shall be considered to be ‘the customer’. Where a booking is made on behalf of an organisation or customer, that organisation shall be liable in respect of the booking jointly with the person making the booking. We reserve the right to cancel the function if full payment has not been received and funds cleared by the date of the function.

#### **2. Reservation:**

Upon your signature, “Plas Glyn-y-Weddw” will reserve the time and date agreed upon, and will not make other reservations for that time and date. The customer shall be responsible for paying all charges arising from the booking including any cancellation fees.

#### **3. Cancellation:**

In the event of cancellation “Plas Glyn-y-Weddw” reserves the right to claim for lost revenue. All cancellations must be received in writing. In the event of a cancellation the following charges will be applied and are exclusive of the booking fee:

Cancelled between 9 to 12 months	25% of the quoted total function cost
Cancelled between 6 to 9 months	50% of the quoted total function cost
Cancelled between 3 to 6 months	75% of the quoted total function cost
Cancelled between 1 to 3 months	100% of the quoted total function cost

#### **4. Pre-Event Consultation:**

The parties agree to a pre-event consultation before the wedding date in order to finalise the actual running order etc. The first 2 consultations (maximum of 1 hour each) will be free of charge. Any additional consultations will be charged at £75 per hour.

#### **5. Event Changes:**

Should you wish to make significant changes to your event of the expected number of guests, “Plas Glyn-y-Weddw” reserves the right to amend the rates and facilities offered. Insurance providing cover for the cancellation of an event is available and you should contact your preferred broker for further information.

#### **6. Right To Cancel:**

“Plas Glyn-y-Weddw” reserve the right to cancel any bookings forthwith and without liability on its part in the event of damage or destruction to the gallery by fire or other cause, any shortage of labour or food supplies, strikes, lockout or industrial unrest or any other cause beyond the control of the venue which shall prevent it from performing its obligation in connection with any booking. In these circumstances every effort will be made to accommodate the booking in another nearby establishment. The performance of this contract on behalf of “Plas Glyn-y-Weddw” shall therefore be contingent upon acts of God, flood, fire, warfare, government laws or regulations, electrical failure, strikes by suppliers, and/or conditions beyond its control.

#### **7. Severability:**

If any provision of this agreement is held to be invalid or unenforceable under the law, the validity of this agreement as a whole shall not be affected, and the other provisions of the agreement shall remain in full force and effect.

#### **8. Amendments:**

This contract has been freely negotiated and shall be recognised as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by THE CLIENT and “Plas Glyn-y-Weddw” at the time of acceptance of this contract shall be recognised as amendments to this contract.

### **9. Loss Or Theft:**

“Plas Glyn-y-Weddw” can accept no responsibility for the loss or theft of any property of customers or guests. Places for hanging coats are provided near the lift entrance for the convenience of the customer and guests, but any deposited in these areas are entirely at the owner’s risk and without obligation on the part of the gallery.

### **10. Wedding Running Order:**

You the Client shall notify “Plas Glyn-y-Weddw” in writing, not less than 3 weeks prior to the date of which the function takes place, of the number of persons attending your function.

### **11. Catering:**

You the Client shall arrange your catering requirements solely with our Tea Room Franchise holders, “Caffi’r Oriel”. If your Wedding/Event consists of catering requirements a separate catering contract must be signed no less than one month prior to the function date. Whilst the caterers will make every effort to cater for specific dietary needs, no guarantee can be given to eliminate products from traces containing allergens such as nuts etc.

### **12. Unruly Behaviour:**

THE CLIENT is responsible for the conduct of their guests. “Plas Glyn-y-Weddw” will not tolerate verbally or physically abusive behaviour towards any member of staff or individual. You the Client shall be responsible for any damage caused to “Plas Glyn-y-Weddw”, to include any furnishings, utensils or equipment therein by the wilful act or default of the customer, guests and /or employees of the customer and shall pay to the gallery on demand the amount required to make good or remedy such damage including compensation for loss of business while such damage is being repaired. Should any of the customer’s accommodated guests (self catering let) default on payment for their room, the customer will be financially liable for any shortfall.

### **13. Prices And Payments:**

All prices and details are subject to change without prior notice. “Plas Glyn-y-Weddw” will give 30 days notice where possible. All prices exclude VAT at the prevailing rate unless otherwise specified. The terms and condition, tariffs and prices quoted are correct at the time of going to print but we reserve the right to pass on any cost increases or amend the terms and conditions as necessary without prior notice. Where possible “Plas Glyn-y-Weddw” will notify the customer in writing of any such changes.

### **14. Minor Details:**

All arrangements, no matter how minor, must be confirmed in writing by the customer, this is to ensure we provide a service in line with your requested requirements. Remember that if it isn’t agreed upon on black and white we are not duty bound to carry out your requests! By holding your function at “Plas Glyn-y-Weddw”, you agree that any photographs taken at the venue, in connection with the function, may be used, if required, in future publications and promotional activity by or on behalf of the venue.

### **15. Securing Your Booking:**

You are asked to sign a copy of these terms and conditions when booking your function and no booking is deemed as confirmed until “Plas Glyn-y-Weddw” has received a signed copy.

### **16. Method Of Remuneration:**

Payment may be made by cheque, credit or debit card or deposited into the “Plas Glyn-y-Weddw” bank account via BACS payment: Contact Nia Mai Jones, our Financial Controller, for the Bank account details via [nia@oriel.org.uk](mailto:nia@oriel.org.uk) or Telephone 01758 740763 (Monday or Thursday). PROOF OF PAYMENT TO BE PROVIDED ON REQUEST.

### **17. General House Rules:**

- All evening musical entertainment must end at 11pm.
- The last orders for alcoholic drinks at the bar is at 11pm.
- The venue must be cleared of all guests by 11:30pm in keeping with a binding covenant.
- We do allow natural petals or biodegradable confetti in and around the gardens. None inside the building.
- No drinks, food or unattended children to be allowed on the first floor.

I have read and understood the terms above. I hereby agree to the terms of this agreement.

Signed ..... (Client responsible for payment)

Signed ..... (Witness)

Signed ..... (on behalf of "Plas Glyn-y-Weddw")

Date .....

Location .....

Oriel Plas Glyn-y-Weddw  
Llanbedrog  
Pwllheli  
Gwynedd  
North Wales LL53 7TT

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Company Ltd. By Guarantee: 02994771

