

ASIAN WEDDING PACKAGE

KEELE HALL

THE WEDDING PACKAGE - £6,500 INCLUDING VAT

Keele Weddings are pleased to offer you the following complimentary services to ensure your special day is complete in every way.

- Use of all of Keele Hall, grounds and courtyard for your wedding photography
- Kitchen Hire (approved caterers only)
- A team of dedicated personal wedding organisers
- Our Duty Manager will be on hand to guide you through the day
- All waiting on and cleaning staff
- All crockery, cutlery and glassware
- White paper napkins & white linen table cloths for the Wedding Breakfast
- Chef and kitchen porter to oversee your caterers
- A complimentary changing room
- Onsite parking
- Discounted accommodation rates for your guests
- Hire covers 10am until 10pm, should you require setup the day before an additional charge maybe applied

CATERING

Our recommend caterer is Nawaab, Manchester, (www.nawaab.co.uk) who will be happy to go through any food planning before your day. You will need to liaise with them directly regarding your catering requirements.

All drinks need to be purchased from Keele Weddings.

KEELE HALL BALLROOM

The maximum capacity is 400 based on you requiring a dedicated bar area. If you do not require use of a bar area the maximum capacity is 440. This would allow space for a stage area and central aisle.

Within Keele Hall we are licensed to hold civil ceremonies in the Ballroom and Great Hall. Alternatively you have full use of the Hall and grounds for your own blessings and ceremonies.

We are able to divide the room to create separate dining areas for males and females.

Please speak to a member of Keele Weddings should you have different requirements, a supplement may be applicable.

Prices are valid until 31st July 2012



'LIKE' us at Keele Weddings

WEDDING TERMS & CONDITIONS

1. WHO IS THE CONTRACT BETWEEN

The contract is between you (the client named on the booking contract) and us (Commercial Facilities Management, a department of Keele University). The event refers to the booking of our facilities for a specific date and time.

2. PROVISIONAL BOOKINGS

Your booking is considered provisional until you and we sign the booking contract. We will hold the provisional booking for 14 days.

3. PRICES

We may need to increase our drinks prices from the original quotation in line with market fluctuations and inflation. Room hire will not be increased. We will let you know in writing of any increase in the prices.

4. CONFIRMING YOUR BOOKING

We will confirm your booking only on the basis of these terms and the booking contract signed by you. When you confirm your booking you agree to pay all the charges that are listed on the quote. We will base these charges on your confirmed minimum numbers, room hire. You should tell us the minimum and maximum numbers for your booking.

5. PAYING FOR YOUR WEDDING

When you confirm your booking you should send us a **non-refundable** deposit of £750.00. An invoice for the remainder will be sent when the final arrangements have been agreed with us, usually 6 weeks before your wedding. Full payment is due before your wedding day. Any additional costs incurred on the day of the wedding, after full payment has been made, should be paid on the night. Payment can be made by cash, cheque (payable to Keele University) or most major credit cards.

6. ALTERING YOUR BOOKING

If you make an alteration we will send you a new booking contract which will replace any previous booking contract. Any reduction in numbers or facilities must be paid for under clause 7. All of your requirements confirmed at the start of the booking will be charged for in full.

7. CANCELLING ALL OR PART OF YOUR BOOKING

7.1 You should tell us of any alterations to your booking in writing.

7.2 If you need to cancel more than 6 months before your event, only the deposit will be retained. If you need to cancel between 3 months and 6 months before the event, we reserve the right to charge 50% of the quoted amount. If you need to cancel between 28 days and 3 months before your event, we reserve the right to charge 75% of the quoted amount. If you need to cancel less than 28 days before your event, no refund can be made and the event should be paid in for in full.

7.3 You must pay in full for all items listed on your quote that you do not cancel. When a menu has not been chosen, the cancellation charges will be based on the current quote.

8. ALTERATIONS OR CANCELLATIONS BY US

8.1 We have the right to alter or cancel any booking due to circumstances beyond our control. If this happens we will use all reasonable endeavors' to offer you an alternative. We cannot accept responsibility if we are unable to provide any element of the booking because of industrial action or any other cause which was beyond our reasonable control or if the University needs the facilities for the use of its own students.

8.2 We may cancel or terminate an event if the booking might, in the opinion of the University, prejudice its reputation or endanger its staff, students, residents and/or clients.

9. CHANGES TO FACILITIES BOOKED

We may alter the facilities booked in order to meet the needs of the booking as you have explained them to us. If we feel that this is necessary, we will discuss it with you before any changes are made.

10. THE FINAL DETAILS

Your wedding organiser will invite you to meet and discuss final details approximately 2 months before the date of your wedding. Final details including menus, numbers and timings should be confirmed no later than 6 weeks before your wedding. Following this the booking contract and quote will be updated and an invoice will be raised for final payment

11. ARRIVAL AND DEPARTURE

Facilities are only available for the time shown on the booking contract. Any extension to this should be done with our agreement and it will be confirmed if a charge will be made.

12. FOOD AND DRINK

All food is to be supplied by the recommended supplier agreed by Keele. All drinks are to be provided by Keele.

13. HEALTH, SAFETY & LEGAL REQUIREMENTS

13.1. You must advise us of any equipment you or your suppliers intend to bring onto the University premises. You must ensure this is in good repair and condition and shall obtain all risk assessments as appropriate. We reserve the right to request copies of these. We also reserve the right to refuse equipment to be used onsite should we feel this necessary.

13.2 You must advise us of any portable electrical equipment which you or your suppliers intend to bring onto the University premises. You must ensure any such equipment has been PAT tested and has a valid certificate; we reserve the right to request copies of these in advance of the event. We also reserve the right to refuse equipment to be used onsite should this not be tested or the test invalid.

13.3 You should notify us as soon as you are aware of any individuals attending your wedding who are disabled or have any special requirements. We will contact the person concerned and discuss their requirements to allow us to make the appropriate arrangements. We will endeavour to meet any reasonable request, however we regret that we cannot guarantee any request will be met unless we have specifically confirmed this in writing. All such requests are subject to availability. The person will be met on arrival by a member of the Keele staff and a Personal Emergency and Evacuation Procedure will be discussed.

13.4 All guests and your suppliers must follow our Health and Safety procedure at all times and be made aware of emergency procedures.

13.5 There is a maximum capacity of people for all of our facilities including function rooms and bedrooms. If you exceed this number we will ask the number in excess to leave the room.

13.6 Smoking is not permitted inside any venue of the University.

13.7 You must inform us of any accidents or incidents which involve you or any individuals associated with your event which occurs whilst on the University premises. You will need to complete the Universities standard accident / incident report available from the venue reception, university reception areas and security and return to us within 3 working days

13.8 We do not accept any responsibility for the security of you or your guest's personal possessions.

14. OUTSIDE SERVICES

14.1 If you use the services of anyone other than the University they must follow our procedures this can include but not limited to entertainment suppliers & acts and chocolate fountains. You must notify us in writing that you intend to have outside services present during your wedding and we reserve the right to approve these. We will require their details including company name, contact name and telephone number confirming to us at the final details appointment with your wedding organiser. You should ensure that they comply with our regulations and you should bring these Terms & Conditions to their attention.

14.2 All outside services must follow 13.1 and 13.2 in relation to any equipment they bring onto the University premises, all equipment must be PAT tested and have a valid certificate; we reserve the right to request copies of these in advance of the event. We also reserve the right to refuse equipment to be used onsite should this not be tested or the test invalid

14.3 Copies of all outside services insurance documents are required, they must carry public and employers liability and provide risk assessments if requested by us. We do not accept liability for acts or omissions of any party employed by you as part of your event.

14.4 We strongly recommend that you do not confirm any bookings with suppliers before these conditions have been met and we have received copies of all certification as detailed in this point.

15. SECURITY AND BEHAVIOUR

15.1 A security presence is required for evening functions and this will be arranged and provided by Keele University. This is provided for the safety of your guests and Keele Staff. A minimum of two staff will be provided for the core hours of the event, including at least 30 minutes after bar closure time. Keele reserve the right to perform bag searches, so that no unauthorised or dangerous items are brought on site.

15.2 You must ensure that those attending your event behave in a way that does not cause a nuisance or disruption to other clients, staff, residents or students. If any participant is unable to correct their behaviour, we may ask them to leave the premises.

15.3 Any damage caused to Keele University property by those attending your event will be invoiced after the event. In order to maintain the quality of our facilities for all our clients, we ask that nothing is affixed to the wall, floors or ceilings without our written approval

16. FOR YOUR PEACE OF MIND

16.1 Keele University's insurance policy only covers Public Liability where Keele University is held to be liable. We recommend that you insure yourself against other eventualities. Our liability is limited to the contract price.

16.2 In case of dispute, we can call on the services of Meetings Industry Association Arbitration and Conciliation Service.

17. GENERAL INFORMATION

You may not make any amendment or variation to these terms unless we agree in writing with you before the event. You may not dispose of any of your rights or obligations under this agreement without us agreeing in writing before the event. This contract forms the entire agreement and understanding between the parties for this event. The contract is governed and construed in accordance with English Law and is subject to the exclusive jurisdiction of the Courts of England and Wales