



Weddings
at St Andrews



Introduction

Congratulations on your engagement!

We would love you to choose St Andrews as the perfect setting to celebrate your special day. You can be assured that your wedding day will be perfect as you have always dreamed.

We offer a choice of three wonderful wedding packages which can be seen on the following pages. Towards the end of the pack you will find a selection of popular additions that are often added to the packages to create exactly what you are looking for.

Why don't you come and meet one of our wedding team to talk through your ideas and dreams. We'd love to help make them come true ...

Please get in touch with our Wedding & Events team on (01905) 779677 or email events@st-andrewshotel.com.

The Classic Package – Total cost £3,000

This package is based on 50 day guests. Extra guests for the day will be charged at £59 per person. For evening food options please see appendix.

This special package includes the following:

- Glass of sparkling wine for each guest on arrival
- Three course wedding breakfast
- One glass of house red or white wine per person during the meal
- One glass of sparkling wine for the toast
- Complimentary hire of reception room for wedding breakfast and evening celebrations
- Red carpet for your arrival
- White linen table cloths & napkins
- Complimentary Superior Heritage room for the wedding night including full English breakfast
- Wedding co-ordinator/event manager
- Preferential accommodation rates for all your guests (subject to availability)

Sample Menu

Starters

Chicken Caesar salad, Caesar dressing, garlic croutons, crispy bacon & cos lettuce
Smoked salmon & dill roulade with cucumber & rocket salad
Carrot & orange soup with parsley cream

Mains

Spinach & sun blushed tomato roulade, walnut & orange pesto, & vegetable ribbons
Roasted chicken supreme, crispy pancetta, dauphinoise potatoes, leeks, mushroom & tarragon cream sauce
Poached hake fillet, parsley mashed potato, wilted spinach, carrots, prawn & white wine sauce

Desserts

Caramelised apple & berry crumble tart with salted caramel ice cream
Citrus cheese cake, raspberry puree, & mandarin sorbet
Gingerbread & sherry trifle with spiced whipped cream

A cheese course is available as an additional course - £5.95 pp for a selection of 3 cheeses, or £39.95 per table of 10 for a platter.

N.B. This is a sample menu and will be subject to periodic review. Final menu to be confirmed around 3 months prior to your wedding.

The Deluxe Package – Total cost £4,000

This package is based on 50 day guests. Extra guests for the day will be charged at £59 per person and additional evening guests will be charged at £10.95 per person

This special package includes the following:

- Glass of sparkling wine for each guest on arrival
- Three course wedding breakfast including tea & coffee
- Half a bottle of house red or white wine per person during the meal
- One glass of sparkling wine for the toast
- Complimentary hire of reception room for wedding breakfast and evening celebrations
- Three item finger buffet or bacon/sausage rolls for evening reception
- Red carpet for your arrival
- White linen table cloths & napkins
- Complimentary Bridal suite for the wedding night including full English breakfast
- Wedding co-ordinator/event manager
- Preferential accommodation rates for all your guests (subject to availability)

Sample Menu

Starters

Roasted red pepper arancini balls, red pepper coulis, watercress & fennel salad
 Chicken & red wine parfait, watercress & pickled carrot salad
 Apple & celeriac soup with mini tin loaf
 Sweet chilli prawn & crab fish cakes, mint yogurt dressing, & noodle salad
 Hot smoked duck breast, black cherry & cola puree, chard lettuce, & fresh cherries

Mains

Roast beef medallions, fondant potato, braised cabbage, honey carrots, & red wine jus
 Duo of pheasant: confit of leg & rolled breast, celeriac puree, fondant potato, carrots, cranberry & vodka jus
 Feta cheese & black olive wellington, wilted spinach, celeriac, roasted carrots & basil pesto
 Black Country pork belly, mashed potato, apple, turnips, carrots, & stout jus
 Herb crumb salmon fillet, celeriac & new potato salad, roasted fennel, & cherry tomato salsa

Desserts

Strawberry & vodka Eton mess, strawberry sorbet & crunchy meringue
 Baileys & coffee cheese cake, white chocolate crème Anglaise, chocolate pencil, & clotted cream ice cream
 Warm lemon & lime meringue pie, raspberry puree, & raspberry sorbet
 Open apple & cinnamon pie, caramelised apples, & vanilla custard
 Black cherry & vanilla panna cotta, praline crumb, & cherry sorbet

A cheese course is available as an additional course - £5.95 pp for a selection of 3 cheeses, or £39.95 per table of 10 for a platter.

N.B. This is a sample menu and will be subject to periodic review. Final menu to be confirmed around 3 months prior to your wedding.

The Heritage Package – Total cost £5,000

This package is based on 50 day guests. Extra guests for the day will be charged at £99 per person and additional evening guests will be charged at £19.95 per person

- Glass of Prosecco & three canapes on arrival
- Three course wedding breakfast including tea, coffee & petit fours
- Half a bottle of house red or white wine per person during the meal
- One glass of Prosecco for the toast
- Complimentary hire of reception & ceremony room for wedding ceremony, wedding breakfast and evening celebrations
- Five item finger buffet or BBQ for evening reception
- Chair covers & coloured bow (one colour)
- Red carpet for your arrival
- White linen table cloths & napkins
- Complimentary Bridal suite for the wedding night including full English breakfast
- Wedding co-ordinator/event manager
- Preferential accommodation rates for all your guests (subject to availability)

Sample Menu

Starters

Roasted red pepper arancini balls, red pepper coulis, watercress & fennel salad
 Chicken & red wine parfait, watercress & pickled carrot salad
 Apple & celeriac soup with mini tin loaf
 Sweet chilli prawn & crab fish cakes, mint yogurt dressing, & noodle salad
 Hot smoked duck breast, black cherry & cola puree, chard lettuce, & fresh cherries

Mains

Roast beef medallions, fondant potato, braised cabbage, honey carrots, & red wine jus
 Duo of pheasant: confit of leg & rolled breast, celeriac puree, fondant potato, carrots, cranberry & vodka jus
 Lamb loin with herb crumb, Dauphinoise potatoes, roasted root vegetables, & red berry jus
 Black Country pork belly, mashed potato, apple, turnips, carrots, & stout jus
 Herb crumb salmon fillet, celeriac & new potato salad, roasted fennel, & cherry tomato salsa

Desserts



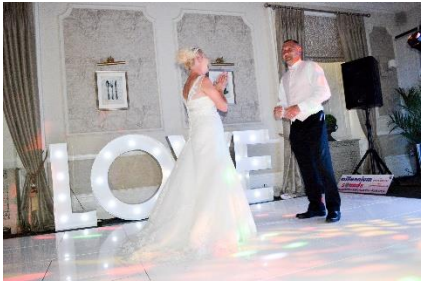


Strawberry & vodka Eton mess, strawberry sorbet & crunchy meringue
 Baileys & coffee cheese cake, white chocolate crème Anglaise, chocolate pencil, & clotted cream ice cream
 Warm lemon & lime meringue pie, raspberry puree, & raspberry sorbet
 Open apple & cinnamon pie, caramelised apples, & vanilla custard
 Black cherry & vanilla panna cotta, praline crumb, & cherry sorbet

A cheese course is available as an additional course - £5.95 pp for a selection of 3 cheeses, or £39.95 per table of 10 for a platter.

N.B. This is a sample menu and will be subject to periodic review. Final menu to be confirmed around 3 months prior to your wedding.

Your setting

We have a variety of function rooms to choose from depending on your number of guests:

<p>The Orangery</p> 	<p>Our beautiful Orangery leads out onto the terrace and gardens and is the largest of our function rooms. It also has access to both the Dining Room (if a disco is required) and the bar area. A variety of layouts are possible, seating up to 120-150.</p>
<p>The Drawing Room</p> 	<p>Our elegant Drawing Room has a separate bar and feature fireplace. It seats up to 70 guests or 100 guests for an evening reception. Our mobile dance floor can also be set up in this room.</p>
<p>The Dining Room</p> 	<p>Our smart restaurant accommodates up to 40 guests, and is next to our main bar area. It is often the setting for the evening disco, when used in conjunction with the Orangery.</p>
<p>The Library</p> 	<p>Our cosy Library is perfect if you want a more intimate number for your celebration meal, seating up to 12 people.</p>
<p>The Garden Room</p> 	<p>Another smaller room for a more intimate occasion. Seating up to 20 guests it has a light and airy feel, with direct access to our tranquil gardens and terrace.</p>

Room hire charges*:

	High season (May – September)		Low season (October – April)	
	Sun - Fri	Sat	Sun – Fri	Sat
Civil ceremony	£450	£600	£350	£500
Wedding breakfast	£450	£850	£350	£700
Evening reception	£450	£850	£350	£700

*Based on 2017 prices

Exclusive use:

There may be other guests using the hotel or restaurant during the day or evening. If you would prefer to have exclusive use of the hotel and gardens the charge would be £2,500.

Bar licence:

The hotel bar is licensed until midnight. We can make arrangements for an extension of the licence until 1am if required at an additional charge of £150.

Your wedding ceremony

Why not hold your wedding ceremony here at St Andrews too? Our civil wedding licence allows a choice of rooms to exchange those special vows, and then you can move seamlessly on to celebrating with your family and friends.

We are an Approved Premises to hold civil wedding ceremonies, and the licence is granted for a maximum attendance of:

- The Orangery 100 guests
- The Drawing Room 100 guests
- The Dining Room 70 guests
- The Library 20 guests

We can also hold ceremonies for civil partnerships and renewal of vows. Room hire charges for all of these are under 'civil ceremony' in the table above.

There are also various legal requirements you will need to fulfil. For these you will need to apply to the Superintendent Registrar for the local District directly, and pay the cost of the attending Registrar(s). For more details just contact the Worcestershire Register Office on 01905 768181, email registeroffice@worcestershire.gov.uk, or visit www.worcestershire.gov.uk/registration, who will be happy to help.

A few extra touches

Entertainment

- If you would like to provide entertainment for your guests then we can help. Options include DJ & disco, bouncy castle, and set of casino tables. Have a chat with our Wedding co-ordinator to discuss your ideas and get a personalised quote.
- We have a recommended DJ who will provide an excellent play list to get your guests on the dance floor. If you have some favourites or indeed an entire themed evening prepared please let us know and he will be happy to accommodate this. Cost £350 including dance floor hire (set up from 6pm)
- **3rd party suppliers:**
 - Dance floor hire £100 if you provide your own DJ
 - We will need to see copies of public liability insurance and PAT testing at least 2 weeks prior to the event

Venue dressing

- We have a range of options available using some of our preferred suppliers. Chair covers are available for £3.50 per chair. Table decorations, photo booth, candy cart and an LED dance floor are also available. Please ask our Wedding co-ordinator for further details and a personalised quote.

Your wedding night

Bridal Suite

Our beautiful Bridal Suite is a luxurious setting for you to enjoy your first night as 'Mr and Mrs'. With superking French style bed, comfy sofa, and seating area to enjoy room service. It also has a stylish ensuite bathroom, complete with roll top bath and walk in shower.

You could also use this on the day of your wedding for the bride to get ready with her bridesmaids, or alternatively for the groom and his groomsmen to attire themselves. Subject to availability.

Other bedrooms

If your guests are travelling from out of town, or want to avoid the taxi ride home, then why don't they book one of our other 30 bedrooms.

Choose from our superior 'Heritage' bedrooms to our great value Classic bedrooms, with double, twin and single options.

All of our 31 bedrooms have:

- Ensuite bath or shower room with complimentary toiletries
- Tea and coffee making facilities
- 24 hour room service (limited to light snacks between 11pm and 6am)
- Remote control television with Freeview
- Free Wifi access
- Writing desk
- Hairdryer
- Ironing facilities available on request

Room rates for wedding guests:

2017/2018:

- | | |
|-----------------------------------|------|
| • Bridal suite | £175 |
| • Superior 'Heritage' double/twin | £119 |
| • Classic double/twin | £89 |
| • Classic single | £58 |
| • Small single | £47 |

All rates are per room per night, inclusive of VAT (at current rate), and include full English or Continental breakfast the following morning

These rates are dependent on at least 10 superior 'Heritage' bedrooms being held. Room rates vary depending on availability and may fluctuate.

Your drinks options

If you wish to provide alternative drinks for your guests that are not included in your package, we offer a selection of alcoholic and non-alcoholic options. Alternatively, you could offer a round of drinks at the bar.

Glasses of Prosecco, Bucks Fizz and Pimms are £7 pp. We also offer Prosecco by the bottle for £24 and our banqueting wines start at £16.50 per bottle. Non-alcoholic options include still or sparkling water for £3 per bottle, orange or apple juice for £5.95 per 1 litre jug, or fruit squash for £3.95 per 1 litre jug.

Upgrade to Prosecco for arrival drinks/toast £2 pp (applicable to package one & two)

Upgrade to Champagne for arrival drinks/toast £6 pp (applicable to all packages)

Tea and coffee are £2.50 pp, or with petit fours £4 pp.

Glass of port (50ml) £4.50 pp

Glass of dessert wine (75ml) £5.25 pp

Wines by the glass:

- Novita Trebbiano Rubicone, Italy 175ml glass £4.00 250ml glass £5.75
- Novita Sangiovese Rubicone, Italy 175ml glass £4.00 250ml glass £5.75

Wines by the bottle:

- **Sparkling wine**
 - Favola, Prosecco DOC, Italy £24.00
 - Champagne Bernard Remy, Brut Carte Blanche, France £41.00
- **Red wine**
 - Novita, Sangiovese, Rubicone, Italy £16.50
 - Tiera Antica, Merlot, Central Valley, Chile £18.00
 - Hazy View, Pinotage, South Africa £17.50
 - Ondarre, Rioja Reserva, Spain £23.00
 - Piattelli Vineyards, Alto Molino Malbec, Argentina £24.00
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- **White wine**
 - Novita, Trebbiano, Rubicone, Italy £16.50
 - Tiera Antica, Sauvignon Blanc, Central Valley, Chile £18.00
 - Hazy View, Chenin Blanc, Western Cape, South Africa £17.50
 - Il Casone, Pinot Grigio, Veneto, Italy £19.00
 - Faultline, Sauvignon Blanc, Marlborough, New Zealand £24.00
- **Rose wine**
 - Novita, Pinot Grigio Blush, Italy £18.50

Appendix

1. Canapes and finger food

Canapés - Choice of 3 = £5 pp or 5 = £8 pp

- Smoked salmon & cream cheese
- Mature Cheddar & fresh pineapple
- Selection of mini Scotch eggs
- Mini Yorkshire pudding filled with roast beef & horseradish cream
- Sausages roasted with mint & honey*
- Mini smoked haddock & leek fish cakes*
- Goats' cheese & caramelised onion tartlets*
- Chicken liver pate with caramelised onion chutney
- Spicy crab cakes with chilli dip*
- Indian chicken mini kebabs*
- Parmesan & chive risotto balls*

** = served warm*

Finger Food - Choice of 2 = £7 pp or 3 = £10 pp

- Mini fish & chips*/***
- Mini handmade burgers*
- Mini cheese jacket potatoes *
- Cajun chicken wraps
- Pork belly with apple compote*
- Smoked haddock rarebit*
- Marinated tiger prawns in lime & coriander**
- Marinated gravlax**
- Handmade spring rolls
 - Duck, spring onion & Hoisin sauce
 - Chicken & sweet chilli

served warm **served on a spoon *served in a cone*

Add a glass of Prosecco for £7 pp

2. Cold buffet selector

Options:

- 6 items = £12.50 pp
- 8 items = £15 pp
- 10 items = £17 pp

Savoury:

- Selection of sandwiches
- Selection of tortilla wraps
- Pizza slices
- Sausage rolls
- BBQ chicken drumsticks
- Southern fried chicken
- Local farmhouse pork pie
- Cold meat platter
- Scotch eggs & curried mayonnaise
- Salmon & cream cheese tarts
- Vegetable quiches
- Vegetable spring rolls
- Onion bhajis with cucumber & mint dip
- Cheese & pineapple
- Crudités & selection of dips
- Selection of salads
- Spicy wedges
- Chips
- Vegetable crisps

Sweet:

- Lemon drizzle cake
- Chocolate brownie
- Fruit & plain scones
- Fruit platter
- Tea & coffee
- Mint chocolates

3. Hot fork buffet selector

Options:

- 1 main dish with 1 potato/rice dish and 1 side = £12.50 pp
- 2 main dishes with 1 potato/rice dish and 2 sides = £14.50 pp

Main dishes:

- Lasagne
- Chilli
- Fish pie
- Cajun salmon
- Sweet chilli prawn skewers
- Indian curry
- Beef stroganoff
- Steak & ale pie
- Beer battered fish
- Beef burgers

Vegetarian:

- Vegetable moussaka
- Sweet potato & spinach curry
- Spinach & ricotta cannelloni

Potato & rice dishes:

- Buttered new potatoes
- Mashed potato
- Jacket potatoes
- Spicy potato wedges
- Steamed rice
- Spiced couscous

Sides:

- Garlic bread
- Mixed leaf salad
- Hand cut coleslaw

4. Easy Buffet

- Sausage & bacon baps = £8.95 pp
- Vegetarian sausage baps = £8.95 pp

5. Hog roast

All with whole hog roast*; minimum numbers 80

Options:

- **Classic** - with floured baps, crackling, apple sauce, stuffing = £11.95 pp
- **Intermediate** - above plus jacket potatoes, coleslaw, dressed leaves = £14.95 pp
- **Deluxe** - above plus tomato & red onion salad, spicy couscous, pasta salad = £16.95 pp
- **Vegetarian burgers available as vegetarian option*

6. BBQ

- Barbeque served outside; minimum numbers 20
- Selection of beef burgers, Cumberland sausages*, chicken kebabs & 4oz rump steaks for £19.95 pp
- Served with coleslaw, selection of salads & jacket potatoes
**Vegetarian option available*

7. Evening buffet dessert selection

Options:

- Classic desserts = £3.95 pp for 1 choice, £4.95 for 2 choices
- Deluxe desserts = £4.95 pp for 1 choice, £5.95 for 2 choices

Classic desserts:

- Apple pie & custard
- Sticky toffee pudding & custard
- Chocolate sponge & ice cream

Deluxe desserts:

- Lemon tart & berries
- Chocolate brownie & ice cream
- Vanilla cheesecake & cherries

8. Children's menu

Options:

- <2 years No charge
- 2 - 7 years

Choose from Children's menu: 3 courses £9.95, 2 courses £7.95, 1 course £5.95

- 7 – 12 years Same menu as adults, with half portion for half price
- >12 years As for adults

Children's menu:

Starters

- Soup of the day with bread roll
- Homemade garlic bread topped with cheese
- Vegetable crudities & dips

Mains

- Sausages with creamy mashed potato, peas & gravy
- Tomato pasta topped with cheese
- Chicken or fish goujons with mashed potato or chips & beans

Desserts

- Mixed ice cream
- Chocolate brownie
- Fruit Kebab

Please choose one option per course to create your children's menu

Terms and conditions - Wedding venue hire

The terms below will apply to your booking. Please therefore read them carefully and let us know if you have any questions.

The contract

1. Your contract is with The Droitwich Hotel Ltd, which trades as The St Andrews Town Hotel located at St Andrews Drive, Droitwich, Worcestershire WR9 8BS. The company registration number is 08110479
2. We appreciate that on occasions someone else (such as a parent) may wish to make payments due to us on your behalf. We are happy to accept such payments, however please note that unless we agree otherwise with you in writing, you are legally responsible for any payments that are due to us.
3. In these terms, "venue" means the venue at St Andrews Town Hotel where your wedding is agreed to be held, "wedding" also means (where applicable) a civil partnership, "wedding package" means the services relating to your wedding which we agree to provide to you; and "working day" means a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.

Making your booking

4. We may agree to you making a provisional booking with us, but this is not legally binding on either you or ourselves unless until a contract is entered into and a deposit is paid.
5. If, after receiving our quotation for your wedding package, you want to make a booking with us, you should within 28 days of the date of our quotation return your signed booking form and pay a deposit of 25% of your final estimated balance. Payments can be made in cash, by cheque or by most credit/debit cards. Please note that your deposit will not be refunded if you subsequently cancel a confirmed booking, as explained in paragraph 25 below. A contract is only formed between you and ourselves when we accept your signed booking form and send our confirmation of booking letter to you. No booking application shall be binding on us and no contract shall be formed unless and until we send this confirmation. If we do not accept your booking application, we shall of course return your deposit.
6. Once you have paid your initial deposit, it is understood and agreed that you are in agreement with these Terms and Conditions even if you have not returned the Event Contract form. The exception to this is if you have written to inform us otherwise within 14 days of paying the initial deposit.

Your wedding package

7. The general content of your wedding package shall be as set out in your quotation, or as otherwise subsequently agreed with us in writing. We may finalise certain details of your wedding package (for example, the exact numbers of guests to be catered for, and the menu for meals) with you in the period leading up to your wedding, in accordance with these terms. Typically we need final guest numbers and menu pre-orders three weeks before your wedding
8. As part of your wedding package, the stated function suites at the venue will be hired to you, for the time period(s) set out in your quotation. However we cannot guarantee that no one else will be present in the public areas of the hotel at the same time as you and your guests, unless you make an "Exclusive Use" booking. For example, our Reception Staff may deal with other customers and enquiries from potential customers, and we cannot prevent other people from accessing the lawn or the main St Andrews Town Hotel building.
9. In our confirmation of booking we will provide you with an allocated 10 bedroom block of accommodation to enable you to allocate and reserve bedrooms for your guests. If these bedrooms have not been reserved by yourself or your guests, these bedrooms will be released back onto general sale no later than two months prior to the wedding. All reserved bedroom bookings must be made

on our relevant terms and conditions (a copy of which we will enclose with our letter) and are subject to an agreed price. Please note that, unless your guests book all of the bedrooms we have available at St Andrews Town Hotel, we are very likely to have other non-wedding guests staying overnight with us.

Price

10. Subject to paragraphs 11 to 13 inclusive, the price of your wedding package shall be as set out in your quotation.
11. If not all components of the price in the quotation are stated to be fixed (for example, because they depend on the number of guests to be catered for), the final price will be determined either in accordance with the quotation (for example, the charge "per head" for meals) or as otherwise agreed with us (for example, if there are any "extra" services not set out in the quotation which we subsequently agree at our discretion to provide to you).
12. If your wedding date is scheduled more than 1 year after the date of our confirmation of booking, we reserve the right to increase the price of your wedding package by up to 5% for each complete period of 12 months between these two dates.
13. All prices are inclusive of VAT. If the rate of VAT changes between the date the contract is formed between ourselves and the date of your wedding, then we have the right to adjust the price of the wedding in accordance with the change of VAT. The exception to this is if you have already paid in full for your wedding package before the change in the rate of VAT takes effect.

Payment of balance

14. To confirm the booking we require a non-refundable deposit of 25% of the estimated final bill. A further 50% of the deposit should be paid 3 months prior to your function. The remainder of balance should be paid 3 weeks prior to your function. All payments paid are non-refundable. Any postponement will be treated as a cancellation and will therefore be subject to the same terms and conditions

Your responsibilities

15. It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before making your booking application with us, we advise that you do so as soon as possible after you have received our confirmation of booking.
16. You must confirm final catering numbers no later than 21 days before your wedding so we are able to raise a final invoice. Subsequent increases in numbers will be invoiced separately. Please note, no refunds will be given for any decrease in numbers after 21 days prior to the wedding.
17. You must provide to us, by the dates we may reasonably request of you, with any other information we ask for (such as your final choice of menus) so that we may finalise the details of your wedding package and/or its price. Typically we will confirm final menus 3 months before your wedding
18. Unless we agree in writing otherwise, only food and drink supplied by St Andrews Town Hotel may be consumed at your wedding.
19. You must comply with, and use your reasonable endeavours to help ensure that your guests also comply with, all of our reasonable instructions intended to ensure the safety of both people and property at the venue.
20. You must provide your guests with such information we may reasonably request regarding arrangements to be followed at the venue (for example, in relation to car parking or the storage of valuables).
21. You are responsible for all guests and any damages that occur or items that go missing will need to be paid for. A refundable £200 deposit will be held for all events, and the cost to repair/replace any damage will be taken out of this. Any additional cost of damage caused to the Venue, its equipment,

contents or fittings will be invoiced directly to the couple as soon as reasonably practical after the event.

22. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue, and we will not tolerate any abusive language or behaviour by guests to any other guests or member of staff. We reserve the right to remove any persons acting inappropriately from the event.
23. Details of third party suppliers we provide to you are intended to help you in arranging other services to be provided in connection with your wedding. If you do engage these or any other third party suppliers, we accept no responsibility for their performance of services and you should take up any complaints with them directly. You are also responsible for paying their charges directly. We reserve the right not to allow into the venue any third party suppliers who do not meet our requirements intended to ensure the safety and welfare of property and people at the venue.

Cancellation by you

24. If you want to cancel a confirmed booking, you must do so in writing and the provisions in paragraph 25 shall apply.
25. We will use reasonable endeavours to “re-sell” the date to another couple. However, you must pay to us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when you cancel, the cancellation charges you must pay shall be determined by reference to the table below. We will tell you the exact cancellation charges once we know whether or not we have been able to resell the date, and you must pay the charges within 20 working days of our invoice. Where the final price has yet to be finalised (for example, because you have not yet confirmed catering numbers), we shall base the cancellation charges on any minimum numbers set out in our quotation.

Length of time before your scheduled wedding day	Cancellation charge
More than 6 months	Amount of your deposit (ie non-refundable in all cases)
Between 3 and 6 months	Up to 50% of total wedding package price
Less than 3 months	Up to 75% of total wedding package price
Less than 1 month	Up to 90% of total wedding package price

Cancellation by us

26. We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if:
 - a. you do not pay us the balance of your wedding package price by the date due for such payment, or
 - b. we have reasonable grounds to believe that you may not pay us the balance of your wedding package price by the due date and we have requested you to explain the position and you have not done so satisfactorily, or
 - c. we discover, before you have paid the balance of your wedding package price, that you have deliberately concealed information, or deliberately given us incorrect information, about your intended wedding in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking, or

- d. we have reasonable grounds to believe that your behaviour or that of your guests at the wedding is likely to result in damage to the venue or to our property and/or injury to people.
27. If we cancel your booking under paragraph 26, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when we cancel, the cancellation charges you must pay will be determined by reference to the table set out under paragraph 25 above.

Events outside our control

28. Except as set out in this paragraph 28, we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practical.

Changes to the venue and/or your wedding package

29. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your wedding. For example, we may make changes to the décor and colour schemes of function rooms, and we cannot guarantee that the venue and its surrounds will be free from additional structures (such as scaffolding due to its historic nature).
30. We will use all reasonable endeavours to ensure that no components of your wedding have to be altered. However, as a wedding plan is normally put together a long time before your scheduled date, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience.
31. We will notify you of any significant changes covered by paragraphs 29 and 30, but unless the change is one which is likely to fundamentally change the nature of your wedding experience we will not offer a refund, costs or compensation.

General

32. All buffet food will need to be removed after two hours to comply with food safety guidelines.
33. We will need to be provided with a copy of public liability insurance and PAT testing for any 3rd party suppliers, e.g. if you are providing your own DJ.
34. No music can be played after midnight as the hotel is set in a residential area.
35. If only one person is making the wedding booking, that person confirms that s/he has the authority to make the booking on behalf of both persons intending to be married. Our contract will therefore be with both such persons.
36. Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially affect the contract.
37. You may not transfer any of your rights or obligations under our contract with you to another person without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not affect your rights under these terms.
38. If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
39. No person who is not a party to our contract with you shall have any rights under or in connection with it.

40. All written communications by you to us must be sent by post to St Andrews Town Hotel, St Andrews Drive, Droitwich, Worcestershire, WR9 8BS or by email to events@st-andrewshotel.com (or to any such other email address that we may notify to you). We may send written communications to you at either the e mail or postal address set out in our quotation.
41. We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in the venue.