

TERMS & CONDITIONS  
FOR 2008 WEDDING BOOKINGS  
AT NORWOOD PARK, SOUTHWELL, NOTTINGHAMSHIRE, NG25 0PF

Please read carefully, before booking Norwood Park for your event.

The below information relates to all weddings at Norwood Park, and will be strictly adhered to without exception.

All mention of 'Norwood Park' below, refers to the company 'Norwood Park Events Limited' only.

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Only the caterers listed on the 'Suppliers sheet' by Norwood Park, may be used at this venue.

The client deals direct with the caterer for all their catering requirements and Norwood Park accepts no responsibility whatsoever for quality, service, content or any other matter arising between the chosen event caterer and the client.

Where Norwood Park is asked to book an outside supplier, such as an entertainer, DJ, fireworks etc, on a client's behalf, this is done as a courtesy only. Norwood Park is not responsible for any matters relating to the outside supplier such as content, quality of service, appearance or lack of.

Bookings are not confirmed at Norwood Park until both the completed confirmation slip and non-refundable deposit are received.

Prior to confirmation, Norwood Park reserves the right to withdraw an offered date and shall not be responsible for any matter arising out of such action.

All fees quoted by Norwood Park are subject to possible change, including when a deposit has been received, should the event have been booked in the previous year to when it is taking place.

The final balance (which will include balance of facility fee owing and any known extras, such as entertainment, etc.) must be paid in full at least one calendar month before the event, upon receipt of the invoice from Norwood Park.

In the event that the booking party subsequently cancels a confirmed booking, the deposit is non-refundable.

Should the client wish to cancel a booking, notice must be sent in writing to Norwood Park. If cancellation is 3-6 calendar months before a booking, 50% of the total amount (including any booked extras) is payable, 2 months - 75% and one month or less, the full amount is payable.

Norwood Park shall not be obliged to credit a forfeited deposit against a future booking.

Norwood Park shall not be obliged to reimburse or credit a client with any payments they have made, for anything booked via Norwood Park, should the client change their mind and either cancel or want an alternative service. Where an outside service such as entertainment has been booked by Norwood Park on the client's behalf and is then cancelled, the balance fee may also require settlement by the client, depending on the individual service providers contract.

Norwood Park reserves the right to make alternative arrangements regarding any agreed details should any unforeseen problems arise.

Norwood Park reserves the right to cancel a confirmed booking, only in the most severe of circumstances.

Norwood Park reserves the right to refuse any booking without reason.

Norwood Park reserves the right to have their staff evict any persons attending a function, who behave abusively, or unreasonably.

Norwood Park will not be responsible for the loss, damage or theft of any items belonging to any member of the wedding party such as cars, cameras etc or those of service providers, such as photographers, bands or transport.

VAT is payable on all charges made by Norwood Park Events Limited.

We Strongly advise clients that they take out insurance to cover the unlikely event of cancellation

Please note the following restrictions apply:

We do not permit smoking in the house

NO confetti

A corkage fee of £6 plus VAT per bottle of wine and £8.50 plus VAT per bottle of Champagne will be payable to Norwood Park if Clients choose to bring their own wine on site.

Should any breakages or damage occur to any property of Norwood Park (this does not include catering glasses or crockery or bar glasses), the client will be made aware on the day of the event and be responsible for the payment to replace the said item/items.