

## McMillan Package Contract Terms and Conditions

The Lodge on Loch Lomond Hotel are delighted that you have decided to book your happy day with us.

**This Contract is a very important document; you should not sign the Contract unless you have read and understood all of the Terms and Conditions.** Once signed you are bound by the Terms and Conditions of this Contract. Your wedding reception will not be confirmed as booked by us until this Contract is signed and received by the hotel together with your non refundable deposit of £500.

### Provisional Booking

The hotel can hold a provisional booking for 14 days without obligation. This booking will automatically be released at the end of the 14 day period should the Contract and non refundable deposit not be received.

### Confirmed Booking

To confirm your booking we require a £500.00 deposit along with a signed copy of this document. Once received we will write to you confirming your booking and the deposit. **In the event of a cancellation, the deposit is non refundable.**

### Ceremony /Reception Room Hire

- I. The charge for a ceremony whither in the reception room, terrace, balcony or any other area of the hotel is £700.
- II. There is no reception room charge within the McMillan Package

### Final Numbers

**The minimum number of guests must be adhered to as per the McMillan Package.**

Minimum numbers required for each package must be adhered to at all times.

Sunday – Thursday, 40 persons  
Friday, 80 persons  
Saturday, 100 persons

Any shortfall will be charged at £30 per person. Minimum numbers only include persons over 12 years. The final number of guests attending the function must be given **no later than 28 days prior to the event.**

### Children

Children under 12 years may have half portions of the main meal at half the main meal price or pre order from the children's menu prior to the event. Toddlers under 5 years old will dine with compliments of the General Manager (Maximum of 5 children).

### Cancellation by the client

*The hotel reserves the right to make the following charges where there is a cancellation of a confirmed reservation:*

- I. At no point will the deposit be refunded (with the exception of a cancellation made by the hotel)
- II. For a cancellation received within 12 to 3 months of the proposed date, the cancellation fee is 50% of the anticipated charges
- III. For a cancellation received within 3 months to 1 month of the proposed date, the cancellation fee is 75% of the anticipated charges
- IV. For a cancellation received within 1 month of the proposed date, the cancellation fee is 100% of the anticipated charges

**Anticipated charges are the cost of the ceremony room hire (as may be applicable); guest food & beverage package; accommodation charges.**

The hotel's decision is final regarding anticipated charges raised for cancellations.

The hotel must be notified in writing of any cancellation. The confirmed date of cancellation will be the day on which the cancellation letter is received by the hotel. The hotel will confirm in writing to the Bride & Groom that the cancellation letter has been received

The cancellation charges are due & payable within 14 days from the date of cancellation, in the event that payment is not made timeously 8% interest will be charged on the sum until payment.

The hotel will endeavour to re sell the wedding package and/or re sell the accommodation booked as part of the package. In the event that re booking is successful in whole or in part, the hotel will refund any cancellation charges received relative to the re booked package or rooms. The hotel will write to you following within 7 days of the passing of the cancelled wedding date to inform you of any refund being made.

No charges (*Except for non refundable deposit*) will be made for any weddings if the hotel is able to re-sell.

### Cancellation by the Hotel

The hotel may cancel the reservation if:-

- I. The hotel or any part of it is closed due to circumstances outside its control
- II. The client becomes insolvent or enters into Liquidation or receivership
- III. To avoid breach of these terms and conditions
- IV. If the booking might prejudice the reputation or cause damage to the hotel

In such an event, the Hotel will refund any advance payment (including deposit) but will have no further liability.

**Payment**

50% Deposit of the full package price is required 3 months prior to the event.

Full payment is to be received at your 4 week meeting stage.

A final sundries bill is payable on the day, credit card details and pre-authorisation as a guaranteed method of payment is required on arrival. Failure to submit payments to the hotel within the specified timescales may result in the cancellation of the event.

**Final Details**

At the 4 week final meeting stage we will require the following details to be confirmed in order to finalise your wedding synopsis; final numbers, rooming list and table plans. Our wedding co-ordinator will then issue a final event synopsis along with invoice for full payment due. Any amendments to the final event synopsis after the final 4 week meeting, must be made in writing and replied by a member of the events team to confirm changes have been received

**Local Activity**

The hotel does not take responsibility for informing guests of any events outwith the hotel.

**Other events at the Hotel**

There may be another event or wedding taking place at the hotel on the same day.

**Prices**

Current prices are based on hotel charges for all bookings; all bookings could be subject to a 10% annual increase. All charges quoted for the provision of the services are inclusive of any Value Added Tax at the applicable rate at the tax point unless otherwise stated. Therefore any alteration between Taxes at signing of contract to the provision of service will be charged appropriately

**Accommodations**

- I **Check-in time is 3PM and Check out is 11.00AM. It is not possible to provide for early check-in for weddings.**
- II All weddings held within the McMillan Suite taking advantage of the McMillan Package are required to book 18 rooms within the Munro Lodge. In the event of a no show or non payment of room by your guest you will be liable for payment. The Hotel reserves the right to change and alter room allocations during and after any refurbishment plans and will endeavour to offer alternative accommodation if required.
- III Any guest requiring to stay prior or post to the event will be required to pay the hotels published rates including a transfer of rooms if required by the hotel.
- IV From 27<sup>th</sup> September 2010 to 30th August 2011 the Munro Lodge room rate will be confirmed by the wedding coordinator at the time of booking for the date of the wedding.  
The rate is inclusive of VAT, breakfast and access to Leisure facilities.  
Please note that these rates are guaranteed till 30th August 2011 only, any further year's rates cannot be guaranteed.  
This rate is available up to a maximum of 18 Munro rooms allocated to McMillan package only.

**Please note Scottish law prohibits smoking in all bedrooms & public internal places.**

**Smoking is however permitted on bedroom balconies**

**Miscellaneous**

- I. The hotel requires one point of contact in which the hotel will deal with at all times to avoid confusion.
- II. Only food and beverage which has been purchased direct from the hotel may be consumed on the premises, any alcoholic beverage found to be consumed, whilst not purchased from the hotel will be confiscated and charged at £25.00 per bottle, the charge also applies to any empty bottles found within all public areas used by the wedding party.
- III. Entertainment, Flowers, Minister, Registrar, Cake provided Place Cards and Photographs are solely the responsibility of the Wedding Party. The Hotel will be glad to provide contact numbers of professionals we currently work with, but will at no time be subject to liability should the hotel arrange these services on behalf of the wedding party.
- IV. You will be liable for any loss or irreparable damage of chair covers and ties supplied within the McMillan Package
- V. The hotel's policy on all types of confetti or wedding rice is that we do not allow use of these items within the hotel's grounds or within the hotel's buildings
- VI. You will be liable for the cost of repairs carried out as a result of damages caused to any part of the hotel premises or equipment thereon, by negligence, wilful act or default of any person invited by you or on your behalf to the hotel. This will be in the form of an invoice after the event.
- VII. In the unlikely event of cancellation of your wedding, it is recommended that an insurance policy be taken out to cover all expenses.

**PLEASE DATE, SIGN AND RETURN TO THE HOTEL. WE HAVE READ AND AGREE TO THE TERMS AND CONDITIONS SHOWN ABOVE:**

**Please sign below – 2 signatures required**

**Date**

**Bride**

**Print Name**

**Groom**

**Print Name**

**Photocopy of Credit Card attached to guarantee your booking.**

**Date of Wedding**