

# Sample Packages 2020

Package	Midweek	All Silver Saturday	Popular Package	All-inclusive Gold	Big & Bold
<b>Package price</b>	<b>£5,686.25</b>	<b>£9,414.50</b>	<b>£14,710.00</b>	<b>£12,420.00</b>	<b>£17,876.00</b>
Price per person	£102.35	£109.15	£134.60	£142.75	£132.30
Number of day guest	50	80	100	80	120
Additional evening guests	25	30	50	40	80
Exclusive use	✓	✓	✓	✓	✓
Celebration drink	Silver	Silver	Gold	Gold	Silver
Canapes	x	x	Silver	Gold	Silver
Three course reception meal	Silver	Silver	Gold	Gold	Gold
Wine	Silver	Silver	Silver	Gold	Silver
Toast	x	Silver	Silver	Gold	Silver
Evening Buffet	Silver	Silver	Gold	Gold	Gold
Bridal Suite	✓	✓	✓	✓	✓
Civil Ceremony (optional extra)	£575	£750	£750	£750	£750
Minimum package spend	Not applicable	Not applicable	£9,500	£9,500	£9,500
Deposit	from £1,500				
Preferential bed & breakfast room rates	£125-£175				



## **Mansion House Llansteffan Ltd Terms and Conditions (0118)**

### **Standard terms**

All statutory licensing regulations apply.

The Management reserve the right to refuse entry, if it is deemed that they will be in breach of their Property or Personal Licence.

The Management reserves the right to end the event without notice if a customer brings their own alcohol on the premises.

The Management reserves the right to end the event without notice if a customer is seen to be abusing or threatening any member of the team.

All third-party suppliers must first obtain authorisation to supply, access or service Mansion House Llansteffan. A specification of work must be submitted to Mansion House Llansteffan 14 days ahead of any scheduled job provided by a third-party supplier.

All third-party suppliers must arrange pick-up and drop-off times with the management directly.

Mansion House Llansteffan Ltd accepts NO responsibility for the property of any patrons or third-party suppliers that are left at Mansion House Llansteffan unattended, day or night.

Mansion House Llansteffan accepts NO responsibility for any food supplied by any third-party supplier.

Any items left unattended overnight must be cleared by 10.30am the following morning.

Please address any comments to the hotel's General Manager during your visit or in writing within 7 days of the event.

Guests are recommended to have and be responsible for insurance to cover cancellation, or extreme weather conditions, loss of baggage, personal effects or any other unforeseen circumstances.

These terms are deemed to incorporate Mansion House Llansteffan Ltd's terms of business, copies of which are available on request. In the event of any inconsistency, the terms of this agreement shall prevail.

In the interest of safety of guests, food and drink is strictly prohibited in the dance floor area. In the event of any spillage of food or drink anywhere in the building, guests are to inform a member of the staff immediately.

Other than for death or personal injury caused by our negligence, our liability to you and your guests taken in the aggregate is limited to the price of your booking.

The hotel will not be liable to you for failure to perform a service should the failure be caused by any factor beyond its reasonable control.

### **Property Damage terms (including guest rooms)**

No items of decoration or the like may be fixed, permanently or temporarily, to the walls, windows or ceiling.

Any accidental damage to Mansion House Llansteffan Ltd's property or furnishings must be reported immediately to a senior member of the team.

Any damage caused to the property of Mansion House Llansteffan Ltd by any guest, guests' suppliers or third-party supplier must be paid for in full and is the responsibility of the event booker.

Clean up charge of £100 (per occurrence) applies for any soiling or fouling within Mansion House Llansteffan Ltd's premises.

### **Pricing and availability terms**

The hotel reserves the right to amend its packages and prices at any time. Existing bookings will be notified of any price policy changes should it affect their package.

The hotel reserves the right to alter or amend contents of an event if there is a short fall in the minimum numbers required to operate a programme, in such circumstances you may choose an alternative date, subject to availability.

Menus shown in the brochure are only provided as an indication and may vary slightly based on the availability of ingredients.

Dependent on market and product availability, we reserve the right to amend such dishes and/or to offer suitable alternatives.

Some of our dishes may contain ingredients which could cause an allergic reaction. Guests with allergies are advised to check beforehand so that alternative ingredients or dishes can be provided.

### **Event & Wedding terms**

Bookings are subject to availability and prices quoted at the time of booking.

A quote will be supplied to you outline the costs of your package prior to a deposit being taken.

All verbal bookings will be treated as provisional and will be held for no longer than 14 days pending receipt of the appropriate non-refundable deposit.

The minimum non-refundable deposit amount is £1,000.

Upon receipt of a non-refundable deposit, it is on the understanding that you accept the terms and conditions as set out in this document.

The quote may be refined throughout the booking process up to four weeks before the event date.

At the four weeks ahead of the event date point, the most recent quote will form the basis of the package and costs.

Final numbers must be confirmed four weeks prior to the event.

Failure to notify Mansion House Llansteffan of the most accurate number of evening guests due to attend may result in additional charges being applied for 'additional unconfirmed evening guests', the charge will equate to the cost of an additional evening guest as supplied in the final quote with a surcharge where necessary.

Minimum charges apply during certain times, premium days are all Saturdays from Easter Saturday through to the last Saturday in September, Valentine's Day & New Years Eve.

Should the booking extend over two days, e.g. Saturday & Sunday, each day will be treated as a separate event & booking, the deposit policy & terms and conditions will apply to both bookings separately, including minimum package prices where applicable.

Sixteen weeks prior to your event date, a payment must be made up to 50% of the value of the quote, less the non-refundable deposit already paid.

Four weeks prior to your event date, a payment must be made up to 90% of the value of the quote, less the balance already paid.

All additional charges incurred, including accommodation charges and unconfirmed charges, must be settled in full prior to departure.

Failure to meet either the 16 week and/or the 4 week payment, as set out in the payment schedule, may result in the event being cancelled or incur additional late payment charges.

Deposits are non-refundable, deposits may be transferred if an event is postponed and the transfer date must be within six months of the original booking date. A transfer may incur admin charges if the original date cannot be resold.

Corkage is available, please check for the current rate charges. Maximum quotas apply for corkage: equivalent to a maximum of 0.5 a bottle of wine/sparkling wine per adult guest.

Fireworks are permitted, 21 days notice is required. The contracted supplier will be required to complete and submit to Mansion House Llansteffan Ltd a risk assessment and a copy of their valid insurance documents ahead of the event.

With the exception of the wedding cake, all food served may only be supplied by Mansion House Llansteffan Ltd.

Bouncy castles and such novelty equipment are permitted, 21 days notice required and the supplier will be required to send in copies of their insurance documents ahead of the event. No responsibility will be accepted by Mansion House Llansteffan Ltd for any personal injury caused by guests using such novelty equipment.

All quoted prices are inclusive of VAT at the current rate.

Gratuities are at the guest's discretion and are distributed equally amongst the team.

The information in this brochure is correct at the time of printing.

***By paying a deposit to Mansion House Llansteffan Ltd you accept the Terms & Conditions as laid out in this document and the responsibility of any liabilities***