

# **Terms and Conditions for Weddings, Functions, & Corporate Events**

**Ver 20/08/26**

**Business/Venue: Kings Court Hotel**

**Address: Kings Coughton, Alcester B49 5QQ**

**Contact: [events@kingscourthotel.co.uk](mailto:events@kingscourthotel.co.uk)**

## **1. Introduction**

These Terms and Conditions apply to all weddings, receptions, private parties, corporate events and other functions booked with Kings Court Hotel ("the Venue", "we", "us" or "our").

By making a booking or paying a deposit, the client ("you", "your" or "the Client") confirms that they have read, understood and agreed to these Terms and Conditions.

A booking is subject to these Terms and Conditions together with any written quotation, booking confirmation, event proposal or agreed package provided by us.

## **2. Booking and Confirmation**

2.1 A provisional booking may be held for a limited period agreed with the Venue.

2.2 A booking is confirmed only once we have received the required booking deposit and any signed booking documentation requested by us.

2.3 The booking deposit is non-refundable except where required by law or otherwise agreed by the Venue in writing.

2.4 The person making the booking must be aged 18 or over and will be responsible for complying with these Terms and Conditions and ensuring that all guests, suppliers and contractors comply with them.

2.5 The Client must provide accurate information regarding the event, including the expected number of guests, timings, catering requirements and any special arrangements.

## **3. Pricing and Payment**

3.1 The agreed price will be stated in the quotation or booking confirmation.

3.2 Unless otherwise agreed in writing, the booking deposit is £200 for a standard event and £500 for a wedding.

3.3 The remaining balance must be paid no later than 14 days before the event.

3.4 If payment is not received by the due date, we reserve the right to suspend or cancel the booking, subject to any rights the Client may have under applicable law.

3.5 Additional charges may apply for services, equipment, guests, overtime, cleaning, damage or other requirements that were not included in the original quotation.

3.6 Any additional charges incurred during the event will be invoiced to the Client and must be paid before leaving the premises, unless otherwise agreed.

3.7 All prices are subject to VAT where applicable.

#### **4. Final Guest Numbers**

4.1 Final guest numbers must be confirmed no later than 14 days before the event.

4.2 Catering, staffing, furniture and other arrangements may be based on the final confirmed guest numbers.

4.3 Where additional guests attend without prior agreement, we cannot guarantee catering, seating or other services. Additional charges may apply.

4.4 A reduction in guest numbers after the final confirmation date will not result in a reduction in the agreed price.

#### **5. Event Timings**

5.1 The Client must comply with the agreed arrival, setup, event and departure times.

5.2 Access to the Venue outside the agreed times is subject to availability and may incur additional charges.

5.3 Events must finish by the agreed time and all guests must vacate the Venue by the agreed closing time.

#### **6. Catering and Dietary Requirements**

6.1 The Client must provide details of all known allergies, intolerances and dietary requirements at the same time as confirmation of numbers.

6.2 We will take reasonable steps to accommodate agreed dietary requirements but cannot guarantee an environment completely free from allergens.

6.3 Where catering is provided by an external caterer, the Client is responsible for ensuring that the caterer complies with all applicable food safety, hygiene and licensing requirements.

6.4 Any changes to the agreed menu may be subject to additional charges and availability.

#### **7. Alcohol and Licensing**

7.1 Alcohol may only be supplied, sold or consumed **by the venue** and in accordance with the Venue's licence and applicable law.

7.2 The Venue reserves the right to refuse alcohol service to any person who appears intoxicated or who behaves in an inappropriate, threatening or unsafe manner.

7.3 The Client must comply with any rules relating to alcohol brought onto the premises. This is strictly prohibited unless a corkage contract is in place with the Client.

7.4 Where a bar service is provided, its operation and closing time will be determined by the Venue and applicable licensing requirements.

7.5 In the Grafton Bar, a minimum spend of £1000 is required. If this amount isn't met, the Client will be charged the remainder of the balance to total £1000.

## **8. Accommodation**

8.1 Where accommodation is included as part of the event booking, rooms will be allocated and charged in accordance with the booking confirmation.

8.2 The Client is responsible for providing accurate guest names, room requirements and any other information requested by the Hotel by the agreed deadline.

8.3 Unless otherwise agreed in writing, the Hotel's standard check-in and check-out times apply. Early check-in and late check-out are subject to availability and may incur an additional charge.

8.4 Accommodation bookings may be subject to a minimum stay, minimum number of rooms or other conditions specified in the booking confirmation.

8.5 Any rooms reserved as part of a wedding or event block that have not been booked within 30 days of the event will be released by the Hotel for general sale.

8.6 Room rates and accommodation charges will be as stated in the booking confirmation. Any additional charges incurred by individual guests, including food and beverages, room service, minibar, damage, additional cleaning or other services, may be charged directly to the guest unless otherwise agreed in writing.

8.7 Guests are responsible for complying with the Hotel's accommodation policies, including policies relating to noise, smoking, pets, occupancy, fire safety and use of Hotel facilities.

8.8 The maximum permitted occupancy of each room must not be exceeded. The Hotel reserves the right to require additional occupants to vacate a room where occupancy limits are exceeded.

8.9 Smoking or vaping is prohibited in bedrooms and other areas where prohibited by the Hotel. Where smoking or vaping results in additional cleaning, damage or loss of use of a room, the Hotel reserves the right to charge the reasonable associated costs.

8.10 The Client and guests are responsible for any damage to bedrooms, Hotel property, fixtures, fittings or equipment caused by them, their guests or suppliers, except where caused by the Hotel's negligence or otherwise provided by law.

8.11 The Hotel will require a valid payment card or other security for accommodation bookings. The Hotel reserves the right to charge reasonable costs arising from damage, excessive cleaning or other additional charges in accordance with the booking terms and applicable law.

8.12 The Hotel cannot guarantee specific room numbers, room locations, views, bed configurations or other room preferences unless expressly confirmed in writing.

8.13 Where accommodation is booked for wedding guests, the Client is responsible for communicating the Hotel's relevant accommodation information and deadlines to those guests unless the Hotel has agreed to manage guest communications directly.

8.14 Individual guest cancellations or amendments to accommodation bookings will be subject to the cancellation and amendment terms stated in the relevant booking confirmation.

8.15 If the Hotel is unable to provide a confirmed bedroom due to circumstances beyond its reasonable control, the Hotel will use reasonable efforts to provide suitable alternative accommodation where available and will communicate with the affected guest or Client as soon as reasonably practicable.

8.16 The Hotel reserves the right to refuse or terminate accommodation where a guest's behaviour is threatening, abusive, unlawful or creates a significant health, safety or security risk, subject to applicable law.

8.17 Guests are responsible for securing their personal belongings. The Hotel's liability for guests' property will be subject to applicable law and any applicable Hotel safe or valuables procedures.

8.18 Accommodation terms may be amended or supplemented by the specific wedding or event booking confirmation. Where there is a conflict, the specific written booking terms will take precedence to the extent permitted by law.

## **9. External Suppliers and Contractors**

9.1 External suppliers, including photographers, entertainers, DJs, caterers, florists, decorators and production companies, must be approved by the Venue where required. Any items that are being provided by third party suppliers must be listed, in writing, to your Event Manager 14 days prior to the event.

9.2 External suppliers must comply with the Venue's access, health and safety, insurance and operational requirements. The Venue has a right to request the appropriate documentation for proof of this compliance.

9.3 The Client is responsible for providing suppliers with the relevant event timings and Venue requirements.

9.4 The Venue may refuse access to a supplier where there are reasonable concerns regarding safety, licensing, insurance or compliance with Venue rules.

## **10. Decorations and Equipment**

10.1 Decorations, signage, furniture, lighting, entertainment equipment or other items must be approved by the Venue where appropriate.

10.2 Nothing may be attached to walls, ceilings, floors, fixtures or fittings without prior permission.

10.3 Candles, smoke effects, pyrotechnics, fireworks or similar items may only be used with prior written approval and where legally permitted. Open flames are never permitted in the Wariwck Room.

10.4 Confetti and glitter of **any kind** is not permitted inside the establishment. Only biodegradable confetti will be accepted in the outdoor space and must be approved before use.

10.5 The Client is responsible for ensuring that all decorations and equipment brought onto the premises are removed at the agreed time.

## **11. Damage and Cleaning**

11.1 The Client is responsible for any damage caused to the Venue, its contents, fixtures, fittings or equipment by the Client, guests or suppliers, except where caused by the Venue's negligence or otherwise provided by law.

11.2 The Client may be charged for reasonable repair, replacement or specialist cleaning costs resulting from such damage.

11.4 The Venue may require a pre-authorisation bond at check in for the Client's event to cover any incidentals or damage. In the instance of weddings and Functions for 60 people or more, a mandatory pre-authorisation of £500 will be required before the commencement of the event.

11.5 Any damage deposit or preauthorisation hold will normally be returned within 14 days of the event, less any agreed or reasonably incurred deductions.

## **12. Children and Vulnerable Guests**

12.1 Children and vulnerable guests must be appropriately supervised by their responsible adult at all times.

12.2 The Venue is not responsible for supervising children or vulnerable guests unless a separate service has been expressly agreed in writing.

## **13. Health, Safety and Conduct**

13.1 The Client and guests must comply with all reasonable instructions given by Venue staff.

13.2 We reserve the right to remove any guest or supplier whose behaviour is threatening, abusive, discriminatory, excessively disruptive or otherwise creates a health and safety concern.

13.3 No illegal drugs, weapons or other prohibited items may be brought onto the premises.

13.4 Smoking and vaping are permitted only in designated areas, where applicable.

## **14. Cancellation by the Client**

14.1 The Client may cancel the booking by providing written notice to the Venue.

14.2 Cancellation charges will apply as follows:

- More than 30 days before the event: you may cancel free of charge but your deposit will not be returned
- Within 30 days of the event: you will be charged in full
- In certain circumstances you may be able to apply your deposit to a future booking if your original event has been cancelled

14.3 The Venue may retain payments to the extent permitted by the agreed cancellation terms and applicable law.

14.4 We recommend that Clients obtain appropriate wedding or event cancellation insurance.

## **15. Cancellation or Changes by the Venue**

15.1 We will make reasonable efforts to provide the Venue and services agreed at the time of booking.

15.2 In exceptional circumstances, we may need to cancel, relocate or materially alter an event.

15.3 Where we cancel an event and are unable to provide a suitable alternative, we will provide any refund required under the booking terms and applicable law.

15.4 We will not be responsible for additional costs incurred by the Client unless required by law or expressly agreed in writing.

## **16. Force Majeure**

16.1 We will not be liable for failure or delay in performing our obligations where this results from circumstances beyond our reasonable control.

16.2 Such circumstances may include natural disasters, fire, flood, serious utility failure, epidemic or pandemic restrictions, government action, industrial disputes, terrorism, civil disorder, extreme weather or other events that make the event unsafe or unlawful.

16.3 Where such circumstances occur, we will work with the Client in good faith to agree an alternative date or other reasonable solution where possible.

## **17. Photography and Publicity**

17.1 The Venue may photograph or record events for promotional purposes only where appropriate consent has been obtained and applicable privacy and data protection requirements have been met.

17.2 If the Client does not wish photographs of the event or identifiable guests to be used for promotional purposes, they should notify the Venue in writing before the event.

## **18. Personal Property**

18.1 The Venue is not responsible for loss of or damage to personal belongings belonging to the Client, guests or suppliers except where liability cannot lawfully be excluded.

18.2 Valuable or personal items should not be left unattended.

18.3 Any property, decorations, etc... left at the Venue by the Client or Supplier after the event should be taken with you at point of departure, unless otherwise agreed.

## **19. Liability**

19.1 Nothing in these Terms and Conditions excludes or limits liability that cannot legally be excluded or limited.

19.2 Subject to applicable law, the Venue will not be responsible for indirect or consequential loss arising from the event.

19.3 The Client remains responsible for the actions of their guests and suppliers to the extent permitted by law.

## **20. Insurance**

20.1 The Client is responsible for arranging any insurance they consider appropriate for the event, including cancellation insurance, public liability insurance and cover for hired equipment where applicable.

20.2 External suppliers may be required to provide evidence of appropriate public liability insurance before attending the Venue.

## **21. Data Protection**

21.1 We will collect and process personal information in accordance with applicable UK data protection legislation and our Privacy Policy.

21.2 Information provided by the Client may be used for administering the booking, communicating about the event, processing payments and meeting legal or regulatory obligations.

## **22. Complaints**

22.1 Any concerns arising during the event should be reported to the Venue manager or designated member of staff as soon as reasonably possible so that we have an opportunity to resolve the issue.

22.2 Any complaint following the event should be submitted in writing within 3 days of the event.

22.3 We will consider complaints fairly and respond within a reasonable period.

## **23. Changes to These Terms**

23.1 We may update these Terms and Conditions from time to time.

23.2 The Terms and Conditions applicable to the Client's booking will normally be those provided at the time the booking is confirmed, unless a change is required by law or agreed by the Client.

## **24. Governing Law**

24.1 These Terms and Conditions are governed by the laws of England and Wales.

24.2 Any disputes will be subject to the jurisdiction of the courts of England and Wales, unless applicable law provides otherwise.

## **25. Acceptance**

By confirming the booking and/or paying the booking deposit, the Client confirms that they have read and accepted these Terms and Conditions.