

WEDDING SERVICES & PACKAGES

The Wedding Package

Keele Weddings are pleased to offer you the following complimentary services to ensure your special day is complete in every way.

- A team of dedicated personal wedding organisers
- Our Duty Manager will be on hand to guide you through the day
- Use of all of our grounds for your wedding photography
- Fresh flower arrangement for the top table, in the colour of your choice
- Personalised Menus and Table Plan
- White Linen napkins & table cloths for the Wedding Breakfast
- Use of a cake stand and wedding knife
- Overnight accommodation for the Bride and Groom, including transport from the venue to Keele Management Centre and the option of continental breakfast in your room or full English breakfast in the Hawthorns Restaurant
- A bottle of sparkling wine and a box of chocolates for the Bride and Groom in their room
- Discounted accommodation rates for your guests

Your personal Wedding Organiser will be happy to organise any other additional services on request, including florists, toastmaster, photographer or entertainment

Keele Hall Salvin Suite - Includes the Salvin Room, Great Hall and Old Library

- £450 room hire
- £700 room hire with a civil ceremony / partnership

In addition your choice of menu and drinks package is based on a minimum of 60 adult guests for a wedding breakfast, followed by 120 adult guests for an evening reception in this suite.

Keele Hall Banqueting Suite - Upper and Lower Level

- £250 room hire
- £500 room hire with a civil ceremony / partnership

In addition your choice of menu and drinks package is based on a minimum of 90 adult guests for a wedding breakfast followed by 150 adult guests for an evening reception.

For all weddings at Keele Hall between May & September, the minimum number must be met. Please speak to a wedding organiser should you have different requirements, a supplement may be applicable.

Keele Hall cannot be sold for exclusive use - the Salvin Suite and Banqueting Suite can be booked independently.

Comus Restaurant - Includes Comus Restaurant, Le Café and the Atrium in the Chancellor's Building.

- £250 room hire

Hawthorns Restaurant – Includes Hawthorns Restaurant and Keele Management Centre Lounge

- £250 room hire

Comus & Hawthorns restaurants are available for a wedding breakfast followed by an evening reception or for an evening reception alone.

Prices are valid until 31st July 2008.

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Accommodation

Special accommodation rates are available for guests wishing to stay at Keele Management Centre, in Keele Village:

Ensuite Double/Twin £35.00 per person

(There is a single supplement of £10.00 should a double room be requested).

Ensuite Single £40.00 per person

Prices include English and Continental Breakfast in the Hawthorns Restaurant. Guests are requested to vacate their bedrooms by 9.30am on the day of departure.

Bookings can be made direct with Keele Management Centre on 01782 635828, with a £10.00 deposit per room.

Keele Management Centre cannot guarantee the availability of accommodation. However, we would be happy to help arrange alternative accommodation, should Keele Management Centre be fully booked.

Prices are valid until 31st July 2008.

Civil Ceremonies or Partnerships at Keele Hall

The beautiful setting of Keele Hall is fully licensed to hold civil ceremonies / partnerships with a choice of no less than two impressive venues; the Salvin Suite and the Banqueting Suite.

If you wish to marry at Keele Hall you will require the attendance of the Superintendent Registrar of the District to conduct the ceremony and a Registrar to register the marriage. Please telephone 01782 297581.

You will also need to indicate your intention to marry to the Superintendent Registrar(s) in the district where you live, for which a charge may be made. Authority for the marriage will be issued by the Superintendent Registrar(s) of the district(s) notified, 21 days after notice is given. The authority(s) should then be handed to the Registrar at Newcastle Register Office. The fee, payable in advance to the Register Office is currently £230.00 (or £280.00 for a Sunday or Bank Holiday ceremony)*. Your marriage authority is then valid for a period of 12 months.

For marriage ceremonies only, at Keele Hall, the full names of the Bride and Groom must be given to your personal Wedding Organiser, prior to the ceremony. The marriage ceremony must be a civil, non-religious ceremony. Any readings, music, words or performances must be secular and regular and agreed with the Superintendent Registrar in advance. There must be no religious artefacts in the room.

No food or drink may be consumed in the room in which the ceremony is to take place, for at least one hour prior to the ceremony, or during the ceremony. Public access to the ceremony of marriage must be permitted. Smoking is not allowed within the room in which the ceremony is to take place.

* Subject to a price increase as from 1st April 2008.

WEDDING TERMS & CONDITIONS

1. WHO IS THE CONTRACT BETWEEN

The contract is between you (the client named on the booking contract) and us (Commercial Facilities Management, a department of Keele University). The event refers to the booking of our facilities for a specific date and time.

2. PROVISIONAL BOOKINGS

Your booking is considered provisional until you and we sign the booking contract. We will hold the provisional booking for 14 days.

3. PRICES

We reserve the right to increase catering prices from the original quotation in line with inflation or if significant market, budgetary or VAT fluctuations occur that are beyond our control. Room hire will not be increased. Price reviews occur in August for the following 12 months. We will let you know in writing of any increase in the prices.

4. CONFIRMING YOUR BOOKING

We will confirm your booking only on the basis of these terms and the booking contract signed by you. When you confirm your booking you agree to pay all the charges that are listed on the quote. You should tell us the minimum and maximum numbers for your booking. The minimum numbers on the booking contract will be the minimum that you will be charged for.

5. PAYING FOR YOUR EVENT

When you confirm your booking you should send us a **non-refundable** deposit of £750.00. An invoice for the remainder will be sent when the final arrangements have been agreed with us, usually 6 weeks before your wedding. Payment is due 4 weeks before your wedding. Any additional costs incurred on the day of the wedding, after full payment has been made, should be paid on the night. Payment can be made by cash, cheque (payable to Keele University) or most major credit cards.

6. ALTERING YOUR BOOKING

If you make an alteration we will send a new booking contract which will replace any previous booking contract. Any reduction in numbers or facilities must be paid for under clause 7.

7. CANCELLING ALL OR PART OF YOUR BOOKING

7.1 You should tell us of any alterations to your booking in writing.

7.2 If you need to cancel more than 6 months before your event, only the deposit will be retained. If you need to cancel between 3 months and 6 months before the event, we reserve the right to charge 50% of the quoted amount. If you need to cancel between 28 days and 3 months before your event, we reserve the right to charge 75% of the quoted amount. If you need to cancel less than 28 days before your event, no refund can be made and the event should be paid in for in full.

7.3 You must pay in full for all items listed on your quote that you do not cancel.

8. ALTERATIONS OR CANCELLATIONS BY US

8.1 We have the right to alter or cancel any booking due to circumstances beyond our control. If this happens we will use all reasonable Endeavours' to offer you an alternative. We cannot accept responsibility if we are unable to provide any element of the booking because of industrial action or any other cause which was beyond our reasonable control or if the University needs the facilities for the use of its own students.

8.2 We may cancel or terminate an event if the booking might, in the opinion of the University, prejudice its reputation or endanger its staff, students, residents and/or clients.

9. CHANGES TO FACILITIES BOOKED

We may alter the facilities booked in order to meet the needs of the booking as you have explained them to us. If we feel that this is necessary, we will discuss it with you before any changes are made.

10. THE FINAL DETAILS

Final details including menus and timings should be confirmed 6 weeks before the event.

11. ARRIVAL AND DEPARTURE

Facilities are only available for the time shown on the booking contract. Any extension to this should be done with our agreement and it will be confirmed if a charge will be made.

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12. YOUR GUESTS COMFORT AND SAFETY

Guests and third parties should follow our Health and Safety Procedure at all times and be made aware of emergency procedures. We do not accept responsibility for the security of personal possessions. Copies of the procedures are available on request.

13. FOOD AND DRINK

Neither you nor anyone attending your event should bring food, liquor or refreshment onto University premises without our written agreement.

14. SECURITY & BEHAVIOUR

A security presence is required for evening functions and this must be provided by Keele University and no other external bodies. This is provided for the safety of your guests and Keele Staff. A minimum of two staff will be provided for the core hours of the event, including at least 30 minutes after bar closure time. Keele reserve the right to perform bag searches, so that no unauthorised or dangerous items are brought on site.

You must ensure that those attending your event behave in a way that does not cause a nuisance or disruption to other clients, staff, residents or students. If any participant is unable to correct their behaviour, we will ask them to terminate their stay and charge in full. Any damage caused to Keele University property by those attending your event will be invoiced after the event. In order to maintain the quality of our facilities for all our clients, we ask that nothing is affixed to the wall, floors or ceilings without our written approval.

15. THE SERVICES OF A THIRD PARTY

15.1 If you use the services of anyone other than the University they must follow Regulation 21C (BEHAVIOUR), Policy 6 (HEALTH & SAFETY) and Keele University statutory regulations. We reserve the right to approve any third party and their equipment. You should ensure that third parties comply with our regulations and you should bring these Terms & Conditions to their attention.

15.2 A copy of all third party insurance documents is required – subcontractors must carry public and employers liability as detailed in Clause 16. We do not accept liability for acts or omissions of any party employed by you for the event.

15.3 Copies of the procedures are available on request. Please see your wedding organiser for further details.

16. FOR YOUR PEACE OF MIND

16.1 Keele University's insurance policy only covers Public Liability where Keele University is held to be liable. We recommend that you insure yourself against other eventualities. Our liability is limited to the contract price,

16.2 In case of dispute, we can call on the services of Meetings Industry Association Arbitration and Conciliation Service.

16.3 A copy of Keele University's statutory regulations and Keele Conferences procedures are available on request.

17. GENERAL INFORMATION

You may not make any amendment or variation to these terms unless we agree in writing with you before the event. You may not dispose of any of your rights or obligations under this agreement without us agreeing in writing before the event. This contract forms the entire agreement and understanding between the parties for this event. The contract is governed and construed in accordance with English Law and is subject to the exclusive jurisdiction of the Courts of England and Wales.