



THE
ILCHESTER
ARMS HOTEL

WEDDING BROCHURE

The Ilchester Arms Hotel
Church Street
Ilchester
BA228LN

01935 840220



Package Deals

WEDDING PACKAGE INCLUDES THE FOLLOWING ITEMS.

One welcoming drink on arrival per guest
One glass of prosecco for a toast
1/2 bottle of House White/Red/Rose Per Guest.
Dressing of the room - including table cloths, cutlery and napkins
£16 per head

STANDARD PACKAGE

Includes the following;
use of the library room
for a maximum of 15 Day Guests

GRAND PACKAGE

Includes the following;
use of the library room, old florist room
for a maximum of 35 Day Guests

DELUXE PACKAGE

Includes the following;
use of the library room, old florist room and secret garden area.
for a maximum of 45 Day Guests

Please note: all wedding packages are a minimum of 15 guests.

Evening Guests Are Welcome, Prices Will Be Adjusted to
accommodate and Extra Charges Will Apply.

ROOM HIRE CHARGES

If you wish to include more rooms in your booking, for example you have selected the standard package yet request the use of The Old Florist Room a 'Room Hire charge' will be applied to your booking.

Extra Rooms are as follows;

- The Old Florist Room
- The Restaurant Area
- The Garden Room/ Lounge Area
- The Bar Area

£150 per extra room you wish to hire, will be added to your final bill.

NIGHT BEFORE SET UP CHARGES

We want you to enjoy your wedding and have everything set up the night before, making the morning of the wedding calm and relaxed. therefore we have a night before the wedding set up charge, this means the room will be available to you from 4pm the night before the wedding to get all your decorations and tables looking perfect before the big day, this room is then locked so no one can access it. this is for the Old florist room where dining is most likely to occur, there is a £200 charge for this access, The room will be laid up with linen, napkins, cutlery and glassware ready for you and your guests to decorate.

ADDITIONAL EXTRAS

Welcoming Drinks More than two options - £6 per head
Buffet Style Breakfast for non Residents- £15 per head (numbers must be confirmed before for ordering purposes)

All packages are able to be altered and changed upon request.
Some alterations may result in additional charges.



Wedding Breakfast

Wedding Breakfast 1

Starters

Chefs Soup of the Day Served
with Warm Bread and thyme Butter

Grilled Goats Cheese and red onion Crostini (N)
On a bed of Crisp Leaves with toasted Pinenuts and
Walnuts

Pork And Pistachio Terrine
Wrapped in Prosciutto ham Dill Pickled cucumber,
Cornichons and Toasted Sourdough

Mains

Grass Fed Roast Sirloin Of West Country Beef
Yorkshire Pudding and Roast Potatoes

Fillet of Salmon
Buttered new potatoes and a white wine and dill sauce

Broccoli and Carrot Sausages (V)
Yorkshire Pudding and Roast Potatoes

All main dishes are served with fresh seasonal
vegetables

Desserts

Apple Crumble
With Vanilla custard

Rapsberry Pavlova (GF)
Raspberry compote and Chantilly Cream

£25 per Guest 2 courses
£30 Per Guest 3 courses

Wedding Breakfast 2

Starters

Roast Butternut Squash Soup with lime and basil cream
served with freshly baked baguette (V)

Thai King Prawn Salad, Bok choy, ginger, chilli, coriander and
mint.

Warm Oriental Crispy Duck, watermelon, soy, pomagranate
on crisp leaves

Mains

8oz West Country Rump Steak cooked to your liking, grilled
cherry tomato, black peppercorn sauce and chunky chips

Breast Of Chicken, asparagus spears, dauphinoise potato
finished with a creamy white wine, wholegrain mustard and
honey sauce

Baked Fillet of Brixham Cod topped with a herb crust on a
bed of leaf spinach, dauphinoise potato, hollandaise sauce

Sweetcorn and Spring Onion Fritter topped with a wild
mushroom and asparagus fricassee served with dauphinoise
potato

All main dishes are served with fresh vegetables

Desserts

Vanilla Creme Brulee shortbread biscuit

Sticky Date Pudding with toffee sauce and caramelised
banana

Baked White Chocolate Cheesecake, blueberry
compote, white chocolate and hazelnut ice cream

West Country Cheeseboard - £5 surcharge for this
option per person.

£32 per Guest for 2 courses
£38 Per Guest for 3 Courses

BUFFET MENU

Standard Finger Buffet

A Selection of Sandwiches

Sausage rolls

Pizza selection

Cajun Spiced chicken drumsticks

Baked Potato Skins with Vegetarian and non vegetarian fillings

£13 per guest

Additional items are charged

£3 per guest extra each they are as follows

French Fries

Selection of quiche

Vegetable Samosas

Falafel Bites

Onion bhaji

Crudities and 3 dips

Mini oriental spring rolls

Hot Food Buffet Styles

*Available upon request with
your own bespoke menu.*

Welcoming Drinks

Welcoming Drinks - choose from **two** of the following below
(If you wish to choose more than 2 options this will be an added fee of £6 per Guest)

- Pimms and Lemonade
- Winter Style Warm Pimms
- Mulled Wine
- Orange or Apple Juice
- Bucks Fizz
- Fruity Tropical Punch (available as non-alcoholic)
- Tea and Coffee
- Glass of Prosecco

Wine Menu

1/2 bottles of house wine per Guest (1 bottle for every 2 Guests) are included in your package but if you wish to add more or upgrade this wine a charge will be applied.

We have a Large Selection of Luxurious Wines For You To Select From See The Menu Below And Place a Pre Order Of a Selected Amount, Which Can Be topped up on the Day If needed!

White Wine

Trebbiano/ Garganega	23.00
Sauvignon Blanc IGP Cotes De Thau	25.00
Rioja Blanco	27.00
Terrapieno Pinot Grigio	27.50
Mendoza unaoaked Chardonnay	27.50
Vermentino IGP Pays d'Oc	24.00
IGP Cotes De Gascogne	26.50
Picpoul de Pinet	29.50
Muscadet Sevre et Maine Sur Lie	31.00
Gavi Di Gavi	33.00
Le Cabanon Viognier	35.00
Marlborough Sauvignon Blanc	36.00
Sentidino Rias Baixas Albarino	38.00
Heritage Collection Chardonnay	40.00
Macon - Villages	42.00
Sancerre	50.00
Chablis Les Chanoines	52.00

Red Wine

Merlot/ Corvina	23.00
Alicante/ Syrah	24.00
Vinho Regional Lisboa Tinto	27.00
'I Muri' Primitivo	29.50
Mendoza Malbec	29.50
Vieilles Vignes Rouge Corbieres	28.00
Montepulciano d'Abruzzo	29.50
Ventoux rouge	29.50
Pinot Noir IGP Pays d'OC	31.00
Organic Chianti	36.00
Saperavi	38.00
Coto de Imaz Rioja Reserva	39.00
Saint-Georges-Saint-Emilion	44.00
Torre del Falasco Amarone Della Valpolicella	55.00
Mercurey Rouge Vieilles Vignes	55.00

Rose Wine

'R' Rosato Alpha Zeta Veneto Italy.	24.00
Cinsault Rose	27.00
Villa Esterelle Cotes De Provence	35.00

Sparkling Wine

Prosecco Spumante Extra Dry, 20cl (Dry)	8.50
Prosecco Spumante Extra Dry, 70cl	29.00
Prosecco Rose, 70cl	30.00
Classic Cuvee Brut	49.00
Essentiel Extra Brut	70.00
Special Cuvee	97.00

The Rooms



THE LIBRARY ROOM

The smallest room out of the options available, this standard small square room is perfect for all weddings, seating up to 15 people on one big table or separate tables. This room can also be used for welcoming drinks or as a buffet room suitable for all types of buffets we provide.



THE OLD FLORIST ROOM

The Largest of our rooms this room includes a stunning fireplace feature and double doors leading onto a smaller area perfect for more tables or even a small disco/ dance floor area. This neutrally decorated room is perfect for any wedding theme or style. With 4 large rectangle tables and extra tables provided if needed this room is the ideal room for a wedding breakfast.



THE LOUNGE AREA

The lounge area is perfect for guests to come and relax in after a busy day, with fires either end of the rooms and deluxe chesterfield style chairs a perfect way to mingle informally with the family.



THE RESTAURANT

The restaurant area is great for the disco or props area for your wedding with plenty of rooms and tables moved out, this space can be used for photo booths, cake table or even the disco area with dance floor space for that all important first dance.



THE SECRET GARDEN

This Small intimate area can be used for people gathering outside and enjoy all types of weather. With disabled access and access to the car park as well. Perfect for sparklers or fire pits with cosy blankets, fairy lights and toasting marshmallows into the night. Fun for you and your guests!






Price List

KEY

 = ONE ADULT

 = ONE CHILD

				
Small Single Room	£75			
Single Room	£80			
Standard Double Room	£100	£110		
Twin Room	£100	£110		
Family Room	£100	£110	£130	£150
Superior Family Room	£110	£120	£140	£160
Deluxe Suite	£110	£120	£140	
All Access Double Room	£110	£120		
Superking/ Twin	£110	£120		

Cancellation policy

The guest can cancel free of charge until 2 days before arrival. The guest will be charged at least the cost of the first night if they cancel in the 2 days before arrival.

Parking

We offer free onsite parking with free public car parks both opposite and a little down the road. There is a large layby nearby for coach parking.

Accommodation

Here at The Ilchester Arms Hotel we have 15 beautiful En-suite Bedrooms to offer, ranging from single rooms, Twin Rooms, Family rooms and a ground floor all access rooms including a dog friendly option.

These rooms are all equipped with flat screen Tv's with built in Freeview, Tea and Coffee making facilities, toiletries, Free Wi-Fi, Ironing facilities and a fan with both hot and cold settings can also be provided.

Breakfast is included in your stay, Our breakfast includes fresh Columbian coffee and English breakfast Tea, a range of cold breakfast buffet essentials to start your day right and The Somerset Full English or Gardeners Breakfast suitable for vegans. (Gluten free and vegan options are available at request) Below is outlined a small description of the rooms we have available. Please note rates and availability may vary subject to change. Terms and conditions apply.



Booking Form

Client Information	
Clients Name(s)	
Email(s)	
Contact Number(s)	

Wedding information	
Date of Wedding	
Number of Day Guests	
Number of Evening Guests	
Time of Arrival	
Time of Wedding Breakfast	
Time of Evening Food.	

The Package - Tick the Package you Require		
Standard	Grand	Deluxe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Night Before Set up Charge.	
Day Before Set up charge:	£200.00 Set fee.


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Room Hire				
Please Tick the Box of the room you wish to add on for an extra charge of £150.00, per room.				
<i>The Lounge</i>	Restaurant	Library room	The Old Florist Room	Secret Garden
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Extras	
Tick Box	
<input type="checkbox"/>	Buffet Style Breakfast for non Residents- £15 per head (numbers must be confirmed before for ordering purposes)

Welcoming Drinks	
Tick Box	Please select only TWO options, anymore than two options selected with result in an extra charge of £6 per guest
<input type="checkbox"/>	Pimms and Lemonade
<input type="checkbox"/>	Winter Warmer Style Pimms
<input type="checkbox"/>	Mulled Wine
<input type="checkbox"/>	Fresh Orange and Apple Juice
<input type="checkbox"/>	Bucks Fizz
<input type="checkbox"/>	Tropical Fruit Punch (available as Alcoholic and Non Alcoholic)
<input type="checkbox"/>	Tea and Coffee
<input type="checkbox"/>	Glass of Prosecco

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Wine For the Tables

Please write the number of bottles you require in the box please note these Wines are NOT included in any package and prices may vary. The 1/2 bottles included in the package are from our house selection and are NOT seen on this pre order form, however if you wish to increase the amount of house wine please WRITE how many bottles in each box.

House White	House Red	House Rose

	White Wine
<input type="checkbox"/>	Trebbiano/ Garganega
<input type="checkbox"/>	Sauvignon Blanc IGP Cotes de Thau
<input type="checkbox"/>	Rioja Blanco
<input type="checkbox"/>	Terrapieno Pinot Grigio
<input type="checkbox"/>	Mendoza unoaked Chardonnay
<input type="checkbox"/>	Vermentino IGP Pays D'Oc
<input type="checkbox"/>	IGP Cotes De Gascogne
<input type="checkbox"/>	Picpoul De Pinet
<input type="checkbox"/>	Muscade Sevre Et Maine Sur Lie
<input type="checkbox"/>	Gavi de Gavi
<input type="checkbox"/>	Le Cabanon Viognier
<input type="checkbox"/>	Marlborough Sauvignon Blanc
<input type="checkbox"/>	Sentidino Rias Baixas Albarino

White Wine

<input type="checkbox"/>	Heritage Collection Chardonnay
<input type="checkbox"/>	Macon - Villages
<input type="checkbox"/>	Sencerre
<input type="checkbox"/>	Chablis Les Chanoines

Red Wine

<input type="checkbox"/>	Vinho Reginoal Lisboa tinto
<input type="checkbox"/>	Primitivo
<input type="checkbox"/>	Mendoza Malbec
<input type="checkbox"/>	Vieilles Vignes Rouge Corbieres
<input type="checkbox"/>	Montepluciano
<input type="checkbox"/>	Ventoux Rouge
<input type="checkbox"/>	Pinot Noir
<input type="checkbox"/>	Organic Chianti
<input type="checkbox"/>	Saperavi
<input type="checkbox"/>	Rioja Reserva
<input type="checkbox"/>	Saint George Saint Emilion
<input type="checkbox"/>	Torre Del Falasco, Amarone della Valpolicella
<input type="checkbox"/>	Mercurey Rouge, Vieilles Vignes



Rose Wine	
<input type="checkbox"/>	<i>R Rosato Alpha Zeta</i>
<input type="checkbox"/>	<i>Cinsault Rose</i>
<input type="checkbox"/>	<i>Villa Esterelle Cotes De Provence</i>



Sparkling/ Champagne	
<input type="checkbox"/>	<i>Prosecco Spumante Exta Dry</i>
<input type="checkbox"/>	<i>Prosecco Rose</i>
<input type="checkbox"/>	<i>Classic Cuvee Brut</i>
<input type="checkbox"/>	<i>Essentiel Extra Brut Champagne</i>
<input type="checkbox"/>	<i>Special Cuvee Bollinger Champagne</i>

The Wedding Breakfast - Tick the Package you require

Here at The Ilchester Arms Hotel we have created 2 lovely wedding breakfast options, these menus are suitable to cater for everyone and all dietary needs. Please when pre order state any dietary requirements on the notes section of the pre order form.

If you wish to change an option for example the soup a different flavour or the sides to be different with the courses, this is possible but prices may vary due to these changes. please TICK a menu box below.

	Wedding Breakfast Menu 1	Wedding Breakfast Menu 2
2 courses	<input type="checkbox"/>	<input type="checkbox"/>
3 courses	<input type="checkbox"/>	<input type="checkbox"/>

The Standard Finger Buffet

Please Tick the Box to select this options, please write how many guests you would like to cater for in the blank space. Including the following options:

Selection of Sandwiches	
Sausage Rolls	
Selection of Pizza	
Cajun Spiced Chicken Drumsticks	
Baked Potato Skins with Fillings	
<i>Standard finger Buffet</i>	How Many Guests?
<input type="checkbox"/>	

Additional Finger Buffet Options

£3 per guest per extra: for example if you wish to add on french fries and are catering for 40 guests (£3 x 40 = £120.00) please state the number of guests you would like to cater for in the blank space below and tick the box of the option you wish to select.

<input type="checkbox"/>	<i>French Fries</i>	
<input type="checkbox"/>	<i>Selection of Quiche</i>	
<input type="checkbox"/>	<i>Vegetable Samosas</i>	
<input type="checkbox"/>	<i>Falafel Bites</i>	
<input type="checkbox"/>	<i>Onion Bhaji</i>	
<input type="checkbox"/>	<i>Crudities and 3 Dips</i>	
<input type="checkbox"/>	<i>Mini Oriental Spring Rolls</i>	

Hot Food Buffet Options

If you would like to discuss a bespoke hot food style buffet for you and your guests please tick the box below and in the blank space note down what sort of thing you are looking for and we will do our best to accommodate you, please note prices may vary due to requests.

please Tick the box to the left. and Make Notes in the box below including how many people you would like to cater for.

To Give you an idea of what type of Hot food buffet styles we have done in the past please see a list below.

AMERICAN STYLE

Pulled Pork
Buffalo Chicken Wings
Mac and Cheese
Slaw and Pickles
Salad
Baps and Sauces

CHINESE STYLE

Sweet and Sour Chicken
Vegetarian Chow mein
Egg Fried Rice
Spare Ribs
Prawn Crackers
Spring Rolls

MEXICAN STYLE

Chilli Con Carne
Vegetarian Burritos
Nachos and Dips
Rice
Salads
Jalapeno Bites

INDIAN STYLE

Chicken Balti (medium heat)
Vegetables Jalfrezi
Onion Bhaji
Poppadom
Nann Bread
Rice and Chutney

Breakfast during your stay

Please inform us of how many NON resident Guests will be joining you for breakfast, This can BE the Day Before, The Day Of or The morning After the wedding. This is a £15 per head charge, Please place a number in the Box Below

Day Before the Wedding

The Morning Of the Wedding

The Morning After the Wedding

Our Breakfast for you and your guests will consist of the Following items

Sausages

Bacon

Baked Beans

Tomato

Mushrooms

Selection of Toast - White/ Brown

Egg

Selection of Yogurts

Variety of jams

Apple and Orange Juice

Tea and Coffee

Accommodation

We have 15 Ensuite Rooms available for you to book out these rooms are all different types and pricing. Please relate back to the accommodation section for pricing.
 Please see below a outline of what rooms we provide and how many.
 Please state what dates you will need check in and check out.
 also the guests name and if they are paying or you are paying for them.

<i>Room Number</i>	<i>Guest Name</i>	Room Type	Number of guests	Check in date	Check out date
1		classic family room		<input type="text"/>	<input type="text"/>
2		standard double room		<input type="text"/>	<input type="text"/>
3		classic family room		<input type="text"/>	<input type="text"/>
4		standard double room		<input type="text"/>	<input type="text"/>
5		small single room		<input type="text"/>	<input type="text"/>
6		single room		<input type="text"/>	<input type="text"/>
7		standard double room		<input type="text"/>	<input type="text"/>
8		small single room		<input type="text"/>	<input type="text"/>
9		superior family room		<input type="text"/>	<input type="text"/>
10		single room		<input type="text"/>	<input type="text"/>
11		Ground floor large double		<input type="text"/>	<input type="text"/>
14		standard double room		<input type="text"/>	<input type="text"/>
15		large superking room		<input type="text"/>	<input type="text"/>
16		standard double room		<input type="text"/>	<input type="text"/>
17		deluxe suite		<input type="text"/>	<input type="text"/>



Deposit information and payment.

A deposit for your wedding will be required, this will be 25% of the total bill. This needs to be paid to secure your wedding booking. An invoice for the total amount will be sent to you as soon as possible after your booking form has been filled in. One week before the wedding the remaining balance is due to be settled, at this time any changes you may have can be discussed and plans can be altered. Your Deposit must be paid at least 6 weeks in advance to your wedding.

Deposit required at least 4 weeks after booking- Deposit 25% paid date and signed:	
The Remaining Balance Due Date to Be Paid:	
Date and Signature of Client	
Date and Signature of Hotel Employee	

NOTES :



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The Ilchester Arms Hotel
Church Street
Ilchester
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01935 840220

Terms and Conditions.

1. THESE TERMS

1.1 What these terms cover. These are the terms and conditions on which we agree to host your wedding.

1.2 Why you should read them. Please read these terms carefully before you submit your wedding booking to us. These terms tell you:

- who we are;
- our responsibilities to you;
- your responsibilities to us;
- how you and we may change or end the booking;
- what to do if there is a problem; and
- other important information.

If you think that there is a mistake in these terms, please contact us to discuss.

2. INFORMATION ABOUT US AND HOW TO CONTACT US

2.1 Who we are. We are a small family run Hotel in the Heart of Ilchester, The Ilchester Arms hotel, Church street, Ilchester BA228LN Our registered VAT number is 800063881

2.2 How to contact us. You can contact us by telephoning our team on 01935840220 or by writing to us at mail@ilchesterarms.com or at the above postal address.

2.3 How we may contact you. If we have to contact you we will do so by telephone or by writing to you at the email address or postal address you provided to us in your booking.

2.4 "Writing" includes emails. When we use the words "writing" or "written" in these terms, this includes emails.

3. ACCEPTANCE OF YOUR BOOKING

3.1 How we will accept your wedding booking. Acceptance of your booking will take place on confirmation from us to you that your booking has been accepted and that we are able to provide you with the services, at which point a contract will come into existence between us. We will not be able to accept your booking and provide you with this confirmation until we have received the following from you:

- the signed booking agreement; and
- your booking fee of 25% of the total venue hire price.

If we cannot accept your wedding booking. We are unable to accept your booking until we receive the signed agreement from you together with the booking fee in accordance with 3.1 above. Until this time we will continue to accept bookings from other individuals which could result in us then being unable to accept your booking. We may also need to decline your booking request if we feel we have insufficient availability or resources to accommodate your request. If we are unable to accept your booking we will inform you of this in writing and where possible explain the reasons why we are unable to accept it.

Terms and Conditions continued

4. YOUR RIGHT TO MAKE CHANGES

4.1 If you wish to make a change to the wedding booking after it has been accepted in accordance with clause 3.1, please contact us using the contact details listed in clause 2. We will let you know if the change is possible. If it is possible we will let you know about any changes to the price of the booking and anything else which would be necessary as a result of your requested change and ask you to confirm whether you wish to go ahead with the change.

5. OUR RIGHT TO MAKE CHANGES

5.1 Minor changes to the services. We may change the services which we provide to you:

5.1.1 to reflect changes in relevant laws and regulatory requirements; and

5.1.2 to implement minor adjustments and improvements. These changes will not affect the services provided to you.

5.2 Changes to the venue. We may make changes to the look of both the interior and exterior of venue between acceptance of your booking and your wedding date (such as changes to the decoration of the Rooms and gardens).

5.3 Significant changes. If we consider the changes made or to be made, in accordance with this clause 5, to be significant or likely to have a detrimental affect on the service to be provided to you we will notify you.

5.4 Changes to our pricing. We may amend our advertised prices including venue hire, accommodation costs, drinks handling fee and damages deposit, from time to time. However, any changes to these costings after the acceptance of your booking in accordance with clause 3.1 will have no impact on you and the price on which we have agreed with you to provide our services as set out in the booking agreement will remain unchanged.

6. HOSTING YOUR WEDDING

6.1 Details of your Wedding Package. The services we will be providing to you will be as set out in our pricing document and the booking agreement. Any outstanding details in respect of your booking will be finalised with you leading up to your wedding in accordance with these terms

6.2 Details regarding catering. All catering for your wedding will be provide by The Ilchester Arms Hotel.

6.2.1 Our current menus will be provided to you on booking. The menus set out our prices per head for the current year and any additional costs. We review the pricing and choices of our menus each year due to availability and increases in costs such as a rise in VAT, duty and in accordance with inflation and supplier's prices.

6.2.2 We will provide you with an individual written quotation for your wedding breakfast as soon as these details have been discussed before your wedding, which will remain valid for your event date. In the instance that the event brief alters, such as a significant change in numbers or a variation to the menu, it may be necessary to review and reissue the quotation.

6.2.3 The prices quoted in our menus include all staffing costs to serve your meal and standard crockery, cutlery and linen hire.

6.2.4 You will be invoiced in full on receipt of final guest numbers four weeks before your event. Should guest numbers change after this we will refund for any decrease in numbers or invoice for any increase, however any changes in numbers cannot be made later than 2 weeks before the event.

6.2.5 We do NOT hold any menu tasting days for weddings, however you are welcome to book a meal at the ilchester arms hotel and try some of our dishes to give you an idea of what the food is like and what we can provide, if you are certain a tasting session for you and your partner is needed this will discussed with the chef and priced accordingly and arranged with the you (the client) on a date before the wedding.

6.2.6 We will endeavour to provide alternative menus for any dietary requirements notified 14 days prior of an event. If we are notified of any allergies, we will ensure that these ingredients are not used in the food provided, however we cannot guarantee any dishes free from trace elements due to the nature of the kitchens. There is a master copy listing all allergens for each menu, which is available should you wish to see it.

6.2.7 We follow strict HACCP guidelines for all food production, handling, storage and distribution. Our policy, based on these guidelines, restricts the service of foodstuffs to a maximum of four hours after being removed from refrigeration. All food must be consumed after two hours of initial serving.

6.3 Details regarding the guests.

6.3.1 Confirmation of number of Guests. You must confirm details of the number of guests who will be attending the wedding at least one month prior to the date of your wedding. The number of guests will be subject to the maximum number agreed with you at the outset as detailed in the booking agreement.

6.3.2 What if your guests exceed the agreed number? If on your wedding day the number of guests attending exceeds the total agreed with us we will consider whether the increase in number will or is likely to result in any health and safety or other regulatory concerns. If the outcome of this is that we are concerned, we will notify you of our concerns and request that you reduce your number of guests to a level we consider to be appropriate. If necessary we reserve the right to suspend the wedding whilst this is carried out. Please note for the avoidance of doubt that The Ilchester Arms Hotel has a maximum dining capacity of 45 on the day and up to 150 guests in the evening if you are having the hotel as as whole and this cannot be exceeded.

6.4 When will the venue be available? The Ilchester Arms Hotel will be available to you from 4pm the day before the wedding(unless agreed otherwise). You must unsure you have booked the night before or other events can be held the night before. there is a charge of £200 for this night before package allowing you to come in set up and decorate the night before the wedding.

6.5 When will the overnight accommodation be available? The accommodation at the ilchester arms hotel, including the bridal suite (deluxe suit) and any other B&B accommodation provided by us to you and your guests will be available from 2pm the day before the wedding and the day of the wedding an early check in is subject to availability for other guests, rooms can be accessed from 2pm on the day of the wedding. and must be vacated by 11.00am the following day or upon check out date. bills must be settled at reception and tabs paid before leaving the hotel. failure to do this will result in the ilchester arms hotel contacting you are the booker with an invoice for the outstanding amount.

6.6 Who can access The Ilchester Arms Hotel in the evening? Once the room(s) chosen by yourselves for the wedding breakfast are set up and locked. you and your guests are welcome to enjoy an evening at the hotel, whether this be an evening meal or drinks in the bar. the hotel closes between the hours of 10:30pm - 11:30pm. once the hotel closes guests that are not staying and therefore do not have accommodation with us must vacate the hotel. only person(s) that have rooms booked are allowed access to the hotel once we are closed.

Terms and Conditions continued

7. YOUR RESPONSIBILITIES

7.1 Insurance Requirements. It is a requirement of your booking that you take out suitable insurance with a reputable provider prior to your wedding date. It is your responsibility to ensure that the cover you take out is adequate to cover your wedding. Unfortunately we will be unable to hold your wedding if you do not have insurance in place and accordingly we reserve the right to request a copy of your policy schedule. We will also need to receive a copy of any third party suppliers, you choose to use, public liability insurance policy.

7.2 Civil Ceremonies are not permitted at the Ilchester Arms Hotel, this is a venue to host your wedding reception only, we do not allow for any ceremonies to take place as we are NOT a licensed venue.

7.3 Entertainment. You are responsible for any entertainment you choose to have at your wedding and the terms which are agreed between you and your chosen entertainment. We will notify you of any requirements which your entertainment must comply with and you are responsible for ensuring that your entertainment complies with these requirements and any other statutory requirements that apply.

7.4 Licensing Act 2003. You are responsible for ensuring both you and your guests fully comply with any requirements of the Licensing Act 2003 and/or subsequent legislation.

7.5 Information we may require from you to provide the services. We will require a certain amount of information from you in order to provide the services to you. You are responsible for getting this information to us as and when it is requested, without undue delay in a form which is clear and accessible to us to allow us to provide the services to you, as set out in the booking agreement.

7.7 Expectations of You and Your Guests

7.7.1 Compliance with these terms and conditions, licensing, health and safety, and statutory regulations. You must ensure that your guests are aware of and understand what is expected of them under these terms and conditions and that all reasonable instructions relating to these terms are complied with at all times by both yourself and your guests. These instructions may include but are not limited to any licensing, health and safety and statutory regulations which you may be notified of from time to time.

7.7.2 Notices at the Venue. You are expected to read and comply with all health and safety notices (to include fire notices) which are displayed at the venue so that you are aware of the correct procedures to follow should this situation arise.

7.7.3 Behaviour of you and your guests. Your wedding is your responsibility and this means you are also responsible for your behaviour and the behaviour of your guests and attendees. If your behaviour or that of your guests or attendees is, in our reasonable opinion:

- unreasonable;
- antisocial;
- abusive;
- likely to result in a breach of any health and safety regulations;
- likely to have a detrimental impact on the well being and enjoyment of others; and/or
- otherwise unacceptable

we may at our discretion exclude the offending person(s) from the venue.

7.7.4 Children. You are responsible for ensuring that all children under the age of 18 years attending your wedding are supervised at all times.

7.7.5 Pets. Pets are welcome at the Ilchester Arms Hotel, we do have a couple of rooms which are dog friendly, however pets must NOT be left on their own in the rooms or on the wedding during the day at any time. Failure to comply with these terms will result in you being asked to leave the premises. All pet mess must be cleaned up, and disposed of in the correct manner. Pre-arranged dog friendly rooms must be booked by those wishing to bring pets on the day. Guests who turn up with pets that have failed to book a pet friendly room or inform us in advance will be asked to leave the premises.

7.7.6 Disturbances. We ask that you kindly respect our members of staff, neighbours and any other residents or individuals who may be working at or near the venue by keeping disturbances to a minimum.

7.7.7 Personal Property. You agree that you and your guests will take all reasonable steps to ensure that any personal property belonging to you or your guests is kept safe and secure whilst using the venue. This includes but is not limited to any personal belongings and wedding gifts.

7.8 Damages.

7.8.1 The Damages Deposit. No deposit will be taken for damages at the Ilchester Arms Hotel, however if any damages occur you are responsible for paying for these damages. Invoices will be drawn up and given to you to make payment for the damages made. Failure to do so will result in further legal action.

7.8.2 Your Responsibility to us for the Damages. You will be responsible for any damage caused to the venue (including the function rooms, Bar, gardens and any accommodation which you have access to) including but not limited to: the walls, any light fittings, contents or equipment (including cosmetics provided in the rooms), crockery and cutlery hired either directly through us or via the caterers, and linen. In the event that there is damage caused or items missing, we will calculate the costs of rectifying this damage after your wedding has taken place, following our assessment of the venue, an invoice will be sent out for payments that need to be made for damages.

7.8.3 Your Responsibility to us for Loss of Revenue. In the event that the venue is unable to be used whilst the damage is being rectified we may charge you for any reasonable loss in revenue incurred in this period in addition to the cost charged to you for rectifying the damage as detailed in clause 7.8.2.

7.8.4 Our ability to intervene to prevent or reduce the level of damage. The venue is important to us and we want to protect it where possible, we therefore reserve the right to stop any activity where we believe it is likely to cause or result in damage being caused to the venue.

Terms and Conditions continued

8. PRICE AND PAYMENT

8.1 Where to find the price for the Services. The price (inclusive of VAT) will be as set out in the booking agreement, in accordance with our Pricing Document, which you have been provided and is made up of the booking fee as outlined in 3.1 and the balance.

8.2 VAT. The cost of the venue, catering, accommodation and drinks storage will be subject to VAT. The price quoted is inclusive of VAT.

8.3 When you must pay and how you must pay. You must make an advance payment of a booking fee at the time of booking, equating to 25% of the total venue hire fee. The remaining balance must be paid at least 1 week prior to the wedding.

- 8.3.1 In Cash or by Card;
- 8.3.2 By Cheque made payable to The Ilchester Arms Hotel;
- 8.3.3 By bank transfer (such bank details as may be provided to you by us from time to time).

8.4 What to do if you think an invoice is wrong. If you think an invoice is wrong please contact us promptly to let us know. You will not have to pay any interest until the dispute is resolved. Once the dispute is resolved we will charge you interest on the correctly invoiced sums from the original due date.

8.5 Joint and several liability. Where this contract is entered into by more than one person you will be joint and severally liable for all amounts due to us in accordance with the contract and these terms. This means that you are jointly promising to us to pay any amounts due under this contract and also separately promising to do the same thing which means if necessary we can enforce for payment in full against you both jointly or each of you individually

9. CANCELLATION AND TERMINATION

9.1 You can always end the contract before your wedding date. Please let us know by doing one of the following:

9.1.1 Phone or email. Call us on 01935840220 or email us at mail@ilchesterarms.com. Please provide your name, details of your booking and contact details for you. Please note that if you choose to contact us by phone we will need you to send confirmation of the cancellation in writing.

9.1.2 By post. Write to us at The Ilchester Arms Hotel, Church Street, Ilchester, BA22 8LN and include your name, details of your booking and contact details. For cancellation of the booking to be accepted you must confirm to us in writing that you wish to cancel the services and receipt of this notification must have been confirmed to you by us in writing.

9.2 Cancellation charges that will be incurred by you if we are unable to resell your date.

If you need to cancel and notify us in accordance with clause 9.1, we will use reasonable endeavours to re-sell the date if we are able to do so. If we are however unable to resell the date, you will be responsible for any losses and costs we suffer as a result of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into. The losses and costs you will be responsible for differ depending on when you cancel as detailed below:

Period prior to your wedding date	Cancellation charge as a percentage of the total price
Secure the booking must be paid within 4 weeks of booking the venue.	25% of the venue hire (amount of your booking fee)
1 week prior to the wedding	100% of venue hire/ remaining balance

9.3 Cancellation charges that will be incurred by you if we are able to resell your date.

(a) If you need to cancel and have notified us in accordance with clause 9.1 and we are able to re-sell your date, you will be responsible to us for any losses and costs we suffer as a result of the cancellation less the amount that we have managed to recover by re-selling the date. You will however incur an administration fee which we will deduct from the balance before it is returned to you. The administration fee will be £250+VAT and will increase to £500+VAT if the cancellation is within 12 months of the date booked.

(b) We will tell you the exact cancellation charges due from you once we know whether or not we have been able to re-sell the date and if the payments you have already paid to us is not sufficient to cover the full cost of the cancellation charges notified to you, you must pay the additional amount to us within 14 days of this invoice.

9.4 Our rights to end the contract.

9.4.1 We may end the contract if you break it. We may end the contract at any time in writing to you if:

(a) you do not make any payment to us when it is due and you still do not make payment to us within 14 days of us reminding you that the payment is due;

(b) you do not, within a reasonable time of us asking for it, provide us with information that is necessary for us to provide the services to you;

(c) we become aware that you have concealed information or deliberately provided us with incorrect information in circumstances where if you had not done so it would have been reasonably foreseeable that we would not have accepted your booking (for example: if the booking might prejudice the reputation of or cause damage to The Ilchester Arms hotel); or

(d) we have reasonable grounds to believe that your behaviour or that of your guests, for which you are responsible, is likely to result in damage to the venue and/or injury to other persons.