

Symondsby Manor Wedding Booking Form

Bridport, Dorset DT6 6HD

Tel: 01308 456288 Mobile: 07956 220974

Please [print out](#) and complete this form then post it along with your cheque made payable to **PW Hitchin**

I confirm my booking for Symondsby Manor for a wedding to be held on:

Hire of the Manor begins on..... and ends on.....

(*Early access to the grounds and ballroom for set up is possible by arrangement. Please contact us with your requirement for this).

Total of nights.

I agree to pay a total amount of £

Name of person booking:

Occupation:

Address:

Telephone (incl. mobile):

Email:

Name of bride and groom

How many guests will attend the wedding?

How many people will stay at the Manor?

Please complete as appropriate:

- I enclose a cheque for £.... as a deposit.
- The balance of £..... will be due no later than..... (8 weeks before your wedding)
- I am enclosing/ will send a returnable deposit of £500 on a separate cheque, made payable to P W Hitchin.

Please ensure we receive payment at least 8 weeks prior to your wedding or the booking cannot be guaranteed.

I declare I have read the Terms and Conditions below and agree this booking is made in accordance with them. I confirm that I am over 18 years of age.

Signed

Date

In view of the contractual nature of this agreement you are strongly advised to obtain holiday cancellation insurance.

Terms and Conditions

In the event of cancellation or should you for any reason have to leave early, we will do our best to re-let Symondsby Manor. If we are successful we will refund your deposit less a fifty pounds administrative charge. Please note that it is imperative that the balance of the payment reaches us at least eight weeks before your wedding. Failure to comply with this condition may be taken as a cancellation. Should we be unable to re-let (through short notice cancellation or similar) you are liable for the full fee and therefore we strongly recommend that you take out low cost cancellation insurance (available from any High Street insurance broker) for peace of mind.

We also accept no liability for either loss or damage to personal effects or for personal accident or injury. We advise you to take out your own insurance to cover these.

We ask you to please be considerate of people who live in the village: no amplifiers are allowed outside, no loud music should be played after 11.30pm and no fireworks or sky lanterns are allowed.

An additional five hundred pounds deposit on a separate cheque is required against damage or violation of the noise curfew. In the unlikely event of any damage being done, the property being left in an unsatisfactory condition and/or violation of the noise curfew, the owners reserve the right to impose a charge.

Payment details

By Cheque only;

Payable to: PW Hitchin

Post to; Symondsby Manor, Bridport, Dorset DT6 5DG