

# The Riviera Dinner & Dance Booking Form

*Date*



*Contact Details:*

*Name:*

*Address:*

*Telephone:*

<b>Civil marriage Ceremony</b>	Venue			For office use
	Time			
	Number of guests			
	Special requirements			
	Fee:			
<b>Wedding Breakfast</b>	Venue			
	Time			
	Number of guests			
	Beverages			
	Special requirements			
	Buffet / BBQ / Served meal	Menu		
£				
<b>Evening Reception</b>	Venue			
	Time			
	Number of guests			
	Beverages			
	Special requirements			
	Buffet / BBQ / Served Meal	Menu		
£				

<b>DJ / Music</b>				
<b>Flowers</b>				
<b>Decoration</b>				
<b>Cake</b>				
<b>Floating candles</b>				
<b>Other Requirements</b>				
			£	

**To pay : £.....**

**Date:**

*I accept the terms and conditions agreed and accept responsibility for the behaviour of attendances.*

**Signed:.....**

**Deposit:**

## **Deposits and terms**

- Wedding Packages are offered on the understanding that both the Wedding Breakfast and an Evening Buffet are taken
- All rates are inclusive of VAT at 15% and may be subject to an increase following any change in legislation.
- A deposit of £800 will be payable in order to secure the booking; all deposits (not security deposit) are non-refundable. The balance of the payment will be due 60 days prior to the event.
- A refundable security deposit of £300 is required (providing there are no damages, deposit will be returned to organiser on next day )

## **Booking & Cancellations**

- A non-refundable deposit of £800 is required in order to secure your booking. We will also require full payment 60 days prior to your wedding; this will be based on estimated numbers provided by yourself
- Where there is a cancellation, and The Riviera is unable to re-let the Suite, therefore losing business through denial of space, the following charges will apply:

2 months or less prior          50% cancellation charge of the total estimated bill

1 months or less prior          100% cancellation charge of the total estimated bill

- All prices are subject to contract and are included of VAT at applicable rate