

Agreement between '██████████ Hotel LTD' and 'Friends of Dundonald Castle SCIO'

This agreement entitles the use of Dundonald Castle for a wedding ceremony hosted by 'Friends of Dundonald Castle' as part of a wedding package from ██████████.

Service level 'Friends of Dundonald Castle' agreed:

- A dedicated member of staff to plan the ceremony
- Hire of up to 60 chairs
- White chair covers and choice of chair sachets and red carpet for arrival in the great hall
- Candle arrangements around the great hall
- Staff to prepare the venue and wedding rehearsal
- Music system
- Serving of Sparkling Wine, Prosecco or Champagne and orange juice (all supplied by ██████████) in champagne glasses on serving trays (supplied by venue)
- Serving of canapes (if chosen, supplied by ██████████)
- Use of castle and surroundings for photographs
- The guarantee to be the only wedding on that date in the venue

██████████ LTD' will pay the 'Friends of Dundonald Castle SCIO' a fee of £██████████ for every booking through ██████████ with the ceremony held at Dundonald castle and the reception/meal/evening function held at ██████████. ██████████ will pay the initial deposit of £██████████ to 'Friends of Dundonald Castle SCIO' within 7 days of booking the castle. The final payment of £██████████ will be paid a week before the event.

Cancellation Policy: In the event of a cancellation, 'Friends of Dundonald Castle SCIO' will keep the initial deposit. If a wedding cancels between 1 week and 24 weeks before the event, ██████████ will pay a further £██████████. If any cancellations is received with the last week of the event, ██████████ will pay the full £██████████ minus earlier deposits/payments.

Signed ██████████
Name _____

Signed Friends of Dundonald Castle
Name _____

Signature _____

Signature _____

Position _____

Position _____

Date _____

Date _____