

## BOOKING TERMS

- *We can hold a provisional booking for up to 14 days, thereafter, a deposit of £500 will be required to secure your wedding reception date. Unconfirmed bookings will automatically be released.*
- *The deposit is non-refundable and we recommend that wedding insurance is taken out, to cover cancellations, due to unforeseen circumstances*
- *A pro-forma invoice will be sent 14 days prior to the wedding and will be based on your final numbers. You are required to settle the balance 7-days before the wedding dates*
- *Any extra's will be invoiced separately after the reception and payment is required within 7 days or on departure*
- *Please note that payments made by credit card will incur a 1% charge*
- *Meals for children under 10 years are charged at 75% of the adult price and children under 2 are free of charge*
- *All rates quoted are inclusive of VAT at the standard rate of 17.5%*
- *If a confirmed booking is cancelled less than 3 months before the reception date, Penmorvah Manor has the right to charge 50% of the estimated total amount and if cancelled less than 3 weeks before the date, 100% may be charged, by way of compensation*
- *The hotel operates a non-smoking policy*
- *Penmorvah reserves the right to supply all alcoholic beverages*
- *Prices and menus are subject to change in the January of the New Year*
- *Evening function room hire charge is £250.00*
- *Entertainment is to finish at 11.00pm, with the bars closing at 11.30pm*
- *All menus must consist of 3-courses with Soup or Starter, Main-course and Sweet*
- *All Civil Ceremonies need to be no later than 2.00pm*
- *Wedding Breakfast meal time no later than 3.30pm*

## CIVIL WEDDING CEREMONY

*We are delighted to announce that from 2004 Penmorvah Manor has been licensed to host Civil Wedding Ceremonies, which allows couples to have their whole wedding day catered for in one beautiful location.*

*Below is a guideline to the Civil Weddings, however we would be happy to discuss each couples individual requirements. The prices quoted are at the peak season, between April and September.*

	<u>Saturday</u>	<u>mid-week</u>
<b><i> Helford Suite – up to 100 guests</i></b>	<b><i>£250.00</i></b>	<b><i>£200.00</i></b>

*Applicants should be aware that civil ceremonies can only legally take place between the hours of 8am and 6pm.*

*Once you have provisionally reserved your chosen date, you should contact the Superintendent Registrar to check that they also have the same date available. Without the presence of the Superintendent Registrar and a Registrar, a marriage ceremony can not take place. The fee for this attendance is be made direct to the Registrar before the ceremony. The contact details for Falmouth are as follows:*

*Superintendent Registrar, Mr WB Martin, The Register Office, 12/14 Berkley Vale, Falmouth. Tel: 01326 312606*

*The couple will also have to give notice of marriage to the Superintendent Registrar(s) of the district(s) in which they live. The notice must be given in person by one of the couple and is valid for 12 months. One of the couple should therefore, attend the registrar Office where they live as soon as possible after notice has been given.*

*The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependant on:*

- \* the attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated*
- \* the issue of the authority or authorities for marriage by the superintendent registrar(s) to whom notice of marriage was given*

*When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony*

*The couple should be advised that only the Superintendent Registrar could permit a civil, non-religious ceremony. Any music, readings, words or performance, which form any part of the ceremony, must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.*

*Any rights of copyright for music, reading etc permitted at the ceremony are a matter for the couple*

*No Food or drink may be sold or consumed in the room in which a marriage ceremony takes place for one hour prior to that ceremony or during that ceremony*

SPECIAL WEDDING GUEST  
WEEKEND OFFER - 2008

2 NIGHTS BED & BREAKFAST IN AN EN SUITE ROOM

+

DELICIOUS 4-COURSE TABLE D'HÔTE DINNER  
ON FRIDAY EVENING



FROM £255

FOR TWO PEOPLE (SHARING A DOUBLE ROOM)

Please complete the details below and return to Penmorvah Manor Hotel, Budock Water, Falmouth, Cornwall, TR11 5ED. A confirmation letter will be sent to you shortly.

Booking Form - Please reserve me:

Number of rooms required ..... Double Room @ £255 for 2 night break

Number of rooms required ..... Large Double/Twin Rooms (please delete as required) @ £295 for 2 night break

I am a guest at the Wedding Reception of ..... to be held at Penmorvah Manor Hotel on ..... and would like to reserve the above accommodation for the nights of the

.....

**Personal Details**

Name: .....

Address: .....

.....

Tel No: .....

We require a deposit of £25.00 per person, to confirm your booking and this can be made by cheque or completing the credit card details below:

Card Type & number.....

Start Date ..... Expiry Date..... Issue No (if applicable).....