



ROYAL KINGS ARMS

HOTEL LANCASTER

MAKING YOUR WEDDING A TRULY SPECIAL DAY

Each and every wedding is unique, and each and every wedding is as individual as you. Make it as memorable as it deserves to be.

The Royal Kings Arms Hotel was originally built in 1625 and later rebuilt in 1879, the hotel was immortalized by Charles Dickens in his tale "The Lazy Tour of Two Idle Apprentices". The hotel has also accommodated some illustrious character's, such as Queen Adelaide of Saxe-Meiningen, King Edward VII and Prince Louis Napoleon.

The hotel has kept its Royal charm and is able to host your Special Wedding surrounded by your loved ones, a beautiful way to start married life.

We offer a Bespoke Wedding Package, which you can adapt to make your wedding dream come true.

Wedding coordinator

Room hire

Private bar

Menu tasting of your chosen wedding breakfast

Afternoon Tea for two on booking your wedding

Discounted rooms for guests

Honeymoon suite and complimentary breakfast

White chair covers and table linen

Cake knife and square stand

Dance floor

DJ

1st Wedding Anniversary complimentary meal for the happy couple



THE BESPOKE ROYAL WEDDING PACKAGE

£49.95 per person

Arrival drink

Prosecco on arrival

Three course wedding breakfast

You can choose one from each of our starters, mains and desserts,
with a focus on local produce

Wine with your meal

Each guest will be served a glass of wine with their meal

Tea and coffee

Toast

A glass of prosecco for each of your guests

Evening buffet

Bacon and cumberland sausage barmcakes, with fries and sauces

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THE BESPOKE ROYAL EVENING WEDDING PACKAGE

£34.95 per person

Wedding coordinator

Room hire

Private bar

Afternoon Tea for two on booking your wedding

Discounted rooms for guests

Honeymoon suite and complimentary breakfast

White chair covers and table linen

Cake knife and square stand

Dance floor

DJ

1st Wedding Anniversary complimentary meal for the happy couple

Arrival or toast drink

Prosecco for your arrival or toast

Hot or cold buffet

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HERE COMES THE GUIDE

1. Your contract is with us, The Royal Kings Arms Hotel, 75 Market Street. Lancaster, LA1 1JG.
2. We appreciate that on occasions someone else (such as a parent) may wish to make payments due to us on your behalf. We are happy to accept such payments, but please note that unless we agree otherwise with you in writing you are legally responsible for any payments due to us.
3. In these terms, “venue” means the venue at either the Library or Ballroom where your wedding is agreed to be held, “wedding” also means (where applicable) civil partnership, “wedding package” means the services relating to your wedding which we agreed to provide to you, and “working day” means a day other than a Saturday, Sunday or public holiday in England.
4. We agree to you making a provisional booking with us, but this is not legally binding on either you or us unless and until a contract is entered into.
5. If after receiving our quotation for your wedding package, you want to make a booking with us, you should do so within 28 days of the date of our quotation, return your signed booking form and pay a deposit of £500. Payments can be made in cash, BACS or by most credit/debit cards. Please note that your deposit will not be refunded if you subsequently cancel a confirmed booking, as explained in paragraph 25. A contract will only be formed between you and us when we accept your signed booking form and send our confirmation of booking letter to you. No booking application shall be binding on us and no contract shall be formed unless and until we send this confirmation. If we do not accept your booking application, we shall, of course, return your deposit.

YOUR WEDDING PACKAGE

6. The general content of your Wedding Package shall be set out in your quotation, or as otherwise subsequently agreed with us in writing. We may finalise certain details of your Wedding Package (for example, the exact number of guests to be catered for, and the menu for meals) with you in the period leading up to your wedding, in accordance with these terms.
7. As part of your wedding package, the public areas of The Royal Kings Arms Hotel's Ballroom or Library and private Bar shall not be used by any other person/s and is hired solely for you and your wedding party. We can not guarantee that no one else will be present in the Ballroom, Library or Private Bar at the same time as you and your guests. For example, our Reception staff, Wedding Coordinator, Waiting-On staff and Bar personnel.
8. Subject to paragraphs 9 to 11 inclusive, the price of your wedding package shall be set out in your quotation.
9. If not all components of the price in the quotation are stated to be fixed (for example, because they depend on the number of guests to be catered for), the final price will be determined either in accordance with the quotation (for example, the charge “per head” for meals) or as otherwise agreed with us (for example, if there are any “extra” services not set out in the quotation which we subsequently agree at our discretion to provide to you).
10. If your wedding date is scheduled for more than 1 year after the date of our confirmation of booking; we reserve the right to increase the price of your wedding package by 5% for each complete period of 12 months between these two dates.
11. All prices are inclusive of VAT. However; if the rate of VAT changes between the date the contract is formed between you and us and the date of your wedding, we will adjust the VAT you pay (and hence the overall price of your wedding package), unless you have already paid for your wedding package in full before the change in the rate of VAT takes effect.

PAYMENT OF BALANCE

12. We will invoice you for the total price of your wedding package (less any deposit paid) approximately 3 months before the scheduled date of your wedding. You must pay our invoice in full no later than 14 working days from the date of invoice.

YOUR RESPONSIBILITIES

13. It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before making your booking application with us, we advise you to do so as soon as possible after you have received our confirmation of booking.
14. You must confirm final catering numbers no later than 3 months before your wedding, so we are able to raise a final invoice. Subsequent increase in numbers will be invoiced separately. Please note, no refunds will be given for any decrease in numbers.
15. You must provide us, by the dates we may reasonably request of you, with any other information we ask (such as your final choice of menu) so that we may finalise the details of your wedding package and/or its price.

16. Unless we agree otherwise, only food and drinks supplied by us may be consumed at your wedding.
17. You must comply with and use your reasonable endeavours to ensure that your guests comply with all of our reasonable instructions intended to ensure the safety of property and/or people at the venue.
18. You must provide your guests with such information we may reasonably request regarding arrangements to be followed at the venue (for example, in relation to car parking or the storage of valuables).
19. Any damage caused to the venue, its equipment, contents or fittings will be invoiced directly to the couple immediately after the event.
20. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue, and we will not tolerate any abusive behaviour by your guests to any other guests or members of staff. We reserve the right to remove any persons acting inappropriately from the event.
21. If you include any images of the venue on your wedding invitations, you must ensure that you have the permission of the appropriate copyright holder.
22. Third party suppliers, if you engage in any third-party suppliers, we accept no responsibility for their performance of services, and you should take up any complaints with them directly. We reserve the right not to allow into the venue any third-party suppliers who do not meet our requirements intended to ensure the safety and welfare of property and people at the venue.

CANCELLATION BY YOU

23. If you want to cancel a confirmed booking, you must do so in writing and the provisions in paragraph 24 shall apply.
- 23a. You must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into. Depending on when you cancel, the cancellation charges you must pay shall be determined by reference to the table below. We will tell you the exact cancellation charges once we know whether we have been able to re-sell the date, and you must pay the charges within 20 working days of our invoice. Where the final price has yet to be finalised (for example, because you have not yet confirmed catering numbers), we shall base the cancellation charges on any minimum set out in our quotation.
24. Length of time before your scheduled wedding day
Cancellation charge
More than 6 months
Amount of your deposit (i.e. non-refundable in all cases)
Between 3-6 months
Up to 50% of total wedding package price
Less than 3 months
Up to 75% of total wedding package price
Less than 1 month
Up to 90% of total wedding package price
25. We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if:
 - (a) You do not pay us the balance of your wedding package price by the date due for such payment;Or
 - (b) We have reasonable grounds to believe that you may not pay us the balance of your wedding package price by the due date and we have requested you to explain the position and you have not done so satisfactorily;Or
 - (c) We discover, before you have paid the balance of your wedding package price, that you have deliberately concealed information, or deliberately given us incorrect information, about your intended wedding in circumstances (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking;Or
 - (d) We have reasonable grounds to believe that your behaviour, or that of your guests at the wedding, is likely to result in damage to the venue or to our property and/or injury to people.
26. If we cancel you're booking under paragraph 25, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to re-sell the date. Depending on when we cancel, the cancellation charges you must pay will be determined by reference to the table set out under paragraph 24 above.

EVENTS OUTSIDE OUR CONTROL

27. We shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that are caused by events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practical. If, as a result of such events, we believe we have no alternative but to cancel your booking, we shall use reasonable endeavours to help you find an alternative venue of a similar standard for a similar price but our sole liability to you shall be to refund you any money you have paid towards your wedding package.

LIMITATION OF OUR LIABILITY TO YOU

28. Subject to paragraph 29, our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your wedding package. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.
29. Nothing in these terms excludes or limits in any way liability for death or personal injury caused by negligence, or fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability. Changes to the venue and/or your wedding package.
30. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your wedding. For example, we may make changes to the décor and colour schemes of function rooms and cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees or scaffolding).
31. We will use all reasonable endeavours to ensure that no components of your wedding need to be altered. However; as a wedding plan is normally put together a long time before your wedding date, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience.
32. We will notify you of any significant changes covered by paragraphs 30 and 31, but unless the change is one which is likely to fundamentally change the nature of your wedding experience, we will not offer a refund, costs or compensation.

GENERAL

33. If only one person is making the wedding booking, that person confirms that they have the authority to make the booking on behalf of both persons intending to be married. Our contract will therefore be with both such persons.
34. Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially effect the contract.
35. You may not transfer any of your rights or obligations under our contract with you to another person without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not effect your rights under these terms.
36. If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, the term extent only, be served from the remaining terms, which will continue to be valid to the fullest extent permitted by law.
37. No person who is not a party to our contract with you shall have any rights under or in connection.
38. All written communications by you must be sent first class post to: The Royal Kings Arms Hotel, 75 Market Street, Lancaster, LA1 1JG, by email to mywedding@royalkingsarms.co.uk we may send written communications to you either by email or post.
39. We regret that other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in the venue and only in the standard bedrooms at a charge of £15.00 per pet per night.
40. These terms shall be governed by English Law and shall be subject to non-exclusive jurisdiction of English courts.

AUTHORISATION/CONFIRMATION:

The Signature/s below indicate understanding of and contractual agreement to the terms outlined.

Signature of hirer:

Print name: Date of agreement:

AUTHORISED SIGNATURE ON BEHALF OF THE ROYAL KINGS ARMS HOTEL

Signature:

Print name: Date of agreement: