

# Ridgmont House



For Civil Ceremonies here at Ridgmont you will need to contact Bolton Register Office to arrange for a registrar/superintendent registrar to attend the ceremony. The registrar can only be booked by the couple themselves and not the venue.

Contact details as follows:

Tel 01204 331185

Email: [registrars@bolton.gov.uk](mailto:registrars@bolton.gov.uk)

Website- [www.bolton.gov.uk/website/pagesmarriagearrangements](http://www.bolton.gov.uk/website/pagesmarriagearrangements)

Any fees for the ceremony are payable directly to Bolton Council.

A non-refundable deposit of £500 will be required at the time of booking.

**12 months before the booking 25%**

**9 months before the booking 25%**

**6 months before the booking 25%**

Final outstanding payment required 4 weeks prior to date of wedding.

Weddings less than 3 months prior to date of wedding are to be paid in full at time of booking and are non-refundable.

Additional day/evening guest £60.00 per head

Additional evening guest £16.00 per head

## **ACCESSIBILITY**

**We are fully wheelchair accessible from**

- **Disabled parking close to the main entrance**
- **Level access into the building**
- **Disabled toilet**
- **Disabled lift to the first floor if required**

**Baby changing facilities also available**



## **TERMS & CONDITIONS**

1. An initial deposit of £500.00 is required to secure your booking. This can be done either by cash, cheque, bank transfer or debit or credit card. Credit card payments are subject to a fee.
2. The costings will only be approximate and will more than likely change before the event. We would arrange a final meeting with you approximately one month before to discuss the final details and collect the last payment from you.
3. Deposits will be due on the dates given at the time of booking. We reserve the right to cancel any events with prior arrangement if deposits are not made. The cancellation policy is calculated on a time scale basis using agreed minimum numbers as a guide for the calculation. The following items will also be included.
  - Venue Hire
  - Payments to suppliers that have been booked on your behalf
  - Any other item that has incurred a cost to Ridgmont Catering Services Ltd
  - Deposits are non refundable

### Time Scale

- Cancellation of bookings within a 3 month period of the function date incurs a cost of full payment.
  - Cancellation of a booking within a 6 month period incurs a cost of 75% of the total cost.
  - Cancellation of a booking within a 9 month period incurs a cost of 50% of the total cost.
  - Cancellation of a booking within 12 months of a booking period incurs a cost of 25% of the total cost.
  - Cancellation outside 12 months will result in the deposit being non-fundable.
4. A minimum of 40 people in the day and 80 in the evening will be required for the wedding package.
  5. For guests who have dietary requirements we will need prior notice to ensure they are provided with the correct food.
  6. Numbers for the event can only increase to the capacity of the rooms.
  7. All functions other than Funerals have to be paid for in full 6 weeks prior to the event
  8. The bar and music finish at midnight unless any other prior arrangement has been agreed with Ridgmont House Management.
  9. Confetti is permitted at the front of the venue and not inside.
  10. Any damage to the premises, fixtures and fittings is payable by the event organiser.
  11. Due to fire risks candles are only permitted in enclosed holders.
  12. Admission to the premises is entirely at the discretion of the management. We reserve the right to remove any person whose conduct is deemed inappropriate.
  13. Car parking at owners risks.
  14. These terms and conditions may be subject to change.