



Maryculter House

Tie the knot with us

A WEDDING DAY TO REMEMBER

Tie the knot with us

Firstly, congratulations on your engagement and thank you for considering Maryculter House for your special day. We promise to take the stress out of planning your wedding, making it an enjoyable experience with guidance and support along the way.

Please read through this information pack thoroughly and list any questions that you may have, and we will happily answer them.

We would love to meet you and take you on a tour of our beautiful hotel and its stunning grounds on the banks of the River Dee, please arrange to have a wedding appointment with our dedicated co-ordinator at a time to suit you. This would be the ideal opportunity to raise any queries you have or even check available dates.

We provisionally hold your date for 14 days with no obligation. You can secure your desired date by paying a deposit of £1000 by card, cash, or bank transfer. We **must** receive your signed booking form **and** a set of terms and conditions. Unfortunately, after 14 days and in the absence of a completed, signed booking form and a deposit, your date will be automatically released.

TWELVE WEEKS before your wedding, we will contact you to arrange a wedding consultation to go through the finer details of your day, should you have any questions or queries during this time please do not hesitate to contact us. We encourage you to read through, edit and make any additions and request it is returned to us. Throughout this process, we will estimate and include your wedding costs based on the information provided.

EIGHT WEEKS before your wedding we require a completed copy of your room allocation list so that any unallocated rooms can be released for general sale.

FOURTEEN DAYS prior, we respectfully request the remainder of the estimated balance of your wedding be settled, along with the submission of your final numbers and table plan.

Please be aware that in the absence of your final payment Maryculter House will reserve the right to cancel your wedding.

At Maryculter House we go above and beyond to make sure the happiest day of your life goes off without a hitch.



Wedding Ceremony Rooms

Here at Maryculter House, we can hold religious, humanist, civil ceremonies and civil partnerships. Wedding ceremonies can be held in our Templar Suite which seats up to 160 guests and our riverbank courtyard can seat up to 120.

We can also hold smaller weddings in our private rooms Godfrey and Priory.

If you are planning your ceremony at Maryculter House, you must make arrangements with a Registrar, Minister or a Humanist Celebrant yourself, unfortunately we are unable to arrange this on your behalf.

Wedding Ceremony Hire

2021 - £500

2022 - £600

2023 - £700

2024 - £800

Wedding Reception Rooms

Our Templar Suite can accommodate up to 160 for your wedding breakfast and up to 200 for an evening reception.

There will be no room hire charge applied for the Templar Suite for the drinks reception, wedding breakfast or evening reception.

For a more intimate ceremony, please ask us about our Priory and Godfrey rooms.

A room hire fee will only be applicable for ceremony hire.

Pre-Wedding Dinner

Bring your closest family and friends together the night before your wedding to enjoy a seasonal pre-wedding dinner.

It can be as formal or as informal as you like, we have private dining rooms available, or we can reserve tables in our Poachers Brasserie.

This can be added to your wedding account or charged to your guests' rooms.

(set-menu subject to change and will reflect hotel menu in Poachers Brasserie).



Basket Breakfast

Staying with us the night before? Then why not enjoy our Basket breakfast in your room at 8am as you get ready for your big day.

Breakfast for 2 is included in your room rate; additional guests are £9 per person:

Bacon roll

Pastries

Fruit kebabs

Orange juice

Yoghurt, granola & berry compote

Light Lunch delivered to your room

Platter of sandwiches, wraps & crisps £5 per person
(add mug of soup for £1)

Prosecco £6.50 per glass

Nyetimber Classic Cuvee £8.50 per glass
(£48 per bottle)

Nyetimber Rosé £9.00 per glass
(£55 per bottle)

Mini Moet £24.00
20cl



Canapés

Choice of any 3 canapés £5.00 per person
Any additional canapés £1.50 per canapé

Maryculter Favourites

Haggis bon bons
add pipette of ghillies dram £1

Smoked Applewood cheddar
choux bun

Mini Yorkshire pudding,
roast beef, horseradish

Smoked haddock rarebit

Something Special

Highland venison, pickled
wild mushroom,
Fried truffle bread £2.00

Scallop wrapped in
parma ham £2.50

Cajun spiced king
prawn skewer £2.00

From the Land

Chicken liver paté,
red onion jam, crostini

Satay chicken skewers

Mini pork & apple
sausage roll

From the Sea

Peppered mackerel,
beetroot, horseradish blini

Smoked salmon, crème
fraiche & caviar roulade

Thai fish cake, lime &
sweet chilli

From the Garden

Red onion & Dunsyre
blue cheese tart

Korean spiced cauliflower
florete, vegan mayo

Tomato & basil
bruschetta, pesto

From the Baker

Strawberries dipped
in chocolate
May-Sept only

Triple chocolate
brownie bites

Millionaire shortbread

½ mini scone,
jam and cream



New Beginnings

Terrine of smoked ham hock <i>dressed apple, rustic bread</i>	£8
Chicken liver parfait <i>red onion marmalade, oatcakes</i>	£9
Confit pork belly <i>braised bon bon, apple cider</i>	£10
Prawn cocktail <i>iceberg lettuce, tomato</i>	£9
Smoked mackerel paté <i>beetroot & horseradish</i>	£9
Simple Portsoy smoked salmon <i>brown bread, lemon</i>	£10
Timbale of melon <i>tropical salsa & champagne sorbet</i>	£8
Haggis, neeps & tatties <i>whisky cream sauce</i>	£8
Tomato, mozzarella & basil bruschetta	£7

If you have a dish in mind which you do not see on our menu or would like to customise any of the above choices to suit your own taste, please feel free to contact your Co-ordinator to discuss a personalised menu.



Soups

Maryculter Favourites

Sweet tomato & roasted pepper <i>basil cream</i>	£6
Vegetable broth	£5
Minestrone	£6
Lentil & bacon	£6

Chefs Signatures

Velouté of butternut squash <i>toasted pumpkin seeds</i>	£6
French onion <i>gruyere crouton</i>	£7
Seafood chowder	£9
Langoustine bisque <i>dressed apple</i>	£9

Classics

Cream of leek & tattie	£5
Pea & ham hock	£5
Carrot & coriander	£7
Scotch beef broth	£7
Traditional Cullen skink	£8

Bakers rolls included. Homemade rolls available for an extra £1pp

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Matrimonial Main Courses

Breast of chicken <i>stuffed with haggis, turnips, mashed potato, whisky cream sauce</i>	£20
Slow cooked Scotch beef <i>dauphinoise, roasted carrots, broccoli, red wine jus</i>	£23
Breast of chicken <i>filled with mealie, mashed potato, seasonal vegetables</i>	£20
1/2 roast chicken <i>roasted potatoes & rustic vegetables, Yorkshire pudding, skirlie, gravy</i>	£21
Traditional roast sirloin of Aberdeenshire beef <i>vegetables, roast potatoes, Yorkshire pudding, skirlie, gravy</i>	£27
Graces highland beef fillet <i>slow cooked bon bon, braised beef cheek, roast garlic potatoes, celeriac</i>	£30
Pork fillet wrapped in bacon <i>sweet potato, vegetables, honey & mustard sauce</i>	£22
Braised shank of lamb <i>rosemary & garlic jus</i>	£21
Fillet of salmon <i>creamed mash, wilted greens, white wine butter</i>	£22
Loin of Highland venison <i>braised hotpot, beetroot tart tatin</i>	£29
Fillet of sea bream <i>potato terine, sauce Vierge</i>	£19

Vegetarian Options

- Pea and leek risotto
parmesan crisp, pea shoots
- Wild mushroom pearl barley risotto
balsamic, dressed rocket
- Spinach & ricotta tortellini
sun blush tomato sauce

(Vegetarian options are included in the meal price).

If you have a dish in mind which you do not see on our menu or would like to customise any of the above choices to suit your own taste, please feel free to contact your Co-ordinator to discuss a personalised menu.



Life is Sweet

Sticky toffee pudding <i>butterscotch sauce, salted caramel ice cream</i>	£7
Chocolate brownie <i>After Eight ice cream</i>	£7
Lemon tart <i>raspberry sorbet</i>	£8
Plum & almond tart <i>crème fraiche</i>	£7
Rowie bread & butter pudding <i>macerated strawberries, custard</i>	£7
Crème brulee <i>shortbread</i>	£8
Banoffee pie <i>salted caramel ice cream</i>	£8
Biscoff cheesecake <i>honeycomb & vanilla ice cream</i>	£8
Peanut butter cheesecake <i>cherry sorbet, peanut brittle</i>	£9
Apple tart tatin <i>vanilla ice cream</i>	£12
Selection of Scottish cheeses <i>seasonal chutney & rustic oatcakes</i>	£13

Teas and Coffee

Teas or coffee <i>tablet & shortbread hearts</i>	£2.55
Teas or coffee <i>petit fours</i>	£3.25

The selector menu is priced on the basis of one selection per course plus the vegetarian option.

If a choice menu is pre-ordered 2 weeks in advance, then it will be charged at the more expensive dish per course.

If a choice on the day is desired then the cost of the meal is calculated on the following basis: (1) The price of the most expensive dish per course, (2) a supplement of £4.50 for the starter, supplement of £7.50 for the main course, supplement of £4.50 for the dessert, per person.

Please be aware that this option will substantially increase the time required to serve your meal.

If you have a dish in mind which you do not see on our menu or would like to customise any of the above choices to suit your own taste, please feel free to contact your Co-ordinator to discuss a personalised menu.



Vegan & Gluten Free

Canapés

Fried polenta
pickled mushrooms, tomato

Aubergine
chickpea, red pepper crostini

Butternut squash and beetroot rosti
spiced chutney

Starters

Whipped hummus
roasted beetroots, walnut ketchup, pea shoots

Cauliflower & broccoli fritters
vegan mayonnaise, Korean paste

Soups

Carrot & coriander

Cream of leek & tattie

Tomato & roasted sweet pepper

Main Courses

Butternut squash cous cous
toasted almonds, dressed Leaf

Barbecue portobello mushrooms
arancini bon bon, rocket salad

Sesame coated cauliflower
polenta cake, dressed salad, walnuts

Desserts

Coconut & lime panna cotta

Chocolate fudge torte
cherry sorbet

Key lime pie
coconut sorbet

Sticky toffee pudding
butterscotch sauce, salted caramel ice cream

(Vegan and gluten free options are included within the meal price).



Young Diners (Under 12's)

On your marks !!

Tomato soup

Cheesy garlic bread

Crudities & fruit

.....

Get set !!

Macaroni cheese

Chicken goujons

Beef burger

Served with mash or skinny fries

Seasonal vegetables, peas or beans

.....

Go !!

Sticky toffee pudding

Vanilla ice cream with berry sauce

3 scoop sundae (chocolate, vanilla, strawberry, hundreds & thousands)

.....

£18.50 per child age 5 - 12

£0 per child age under 5

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Evening Buffet

Selection of freshly made sandwiches & shortbread	£8
Selection of freshly made sandwiches & sausage rolls	£9
Filled morning rolls <i>fried egg (vegetarian), bacon, square sausage</i>	£8
Macaroni cheese & <i>garlic bread</i>	£9
Stovies <i>beetroot and oatcakes</i>	£9
Selection of mini pies <i>steak pie, chicken curry, macaroni, mince & mealie (choice of 3, 2 per person)</i>	£10
Chicken curry <i>rice & mini poppadoms, mango chutney</i>	£10
Cheeseboard buffet <i>mixed Scottish cheeses, chutneys, breads, butters, oils, crackers, oatcakes</i>	£14

Tea & coffee is included

We recommend catering for 100% of your total guests.

If you have a dish in mind which you do not see on our menu or would like to customise any of the above choices to suit your own taste, please feel free to contact your Co-ordinator to discuss a personalised menu.



Refreshments

During your wedding reception, we recommend that you offer your guests an arrival drink, toast drink and ½ a bottle of wine with their meal. Please see below a small selection of our popular options and prices, however we would be happy to provide you with a full wine list on request.

White		Red		Rosé	
Panul Sauvignon Blanc <i>Chile</i>	£24	Panul Merot <i>Vinedos Marchique, Chile</i>	£24	La Brouette Rosé <i>Producteurs Plaimont</i>	£24
Pinot Grigio <i>Italy</i>	£26	Cabernet Sauvignon <i>Domaine de Saissac IGP Pays D'oc, France</i>	£26	Whispering Angel	£55
El Campensino <i>Unoaked Chardonnay, Chile</i>	£26	Puertas Antiguas <i>Shiraz, Chile</i>	£32		
Chablis <i>Burgandy, France</i>	£45	Malbec <i>Bodega Ruca Malen, Argentina</i>	£37		

Bubbles

Prosecco	£6.50 per glass
Nyetimber Classic Cuvee	£8.50 per glass
Nyetimber Rosé	£9.00 per glass

Drink of choice (vodka/gin/whisky, bottled beers, house wines) at £5 per person

Soft drinks from	£2.00 per glass
Deeside mineral water at	£3.90 per 750ml
Bottled beers from	£3.90

We do not allow corkage at Maryculter House – full wine list available on request.



Something a little different

We have teamed up with our friends at Mac & Wild to bring you some new and exciting options drinks options.

Mac & Wild

Mac & Wild Scottish Cocktails are beautifully curated, premium cocktails all based on the finest spirits and botanicals Scotland has to offer.



All Year Round

WILD FIZZ £9

A vibrant and fresh marriage of Blackwoods vodka, lemon verbena, wild nettle, peach liqueur & fino sherry, topped with chilled prosecco

BONNIE SPRITZ £7

Rowan berries & lime infused into Haig Clubman whisky with red vermouth, rhubarb peychauds finished with a touch of agave and topped with sparkling water

May to September

HIGHLAND SOLSTICE £7

Scottish twist on a well-known fruit cup. Ingredients include Copper Dog whisky, vermouths & triple sec and flavoured with verbena, cucumber & strawberries topped-up with lemonade with a mint and strawberry garnish.

November to January

YULETIDE TODDIE £7

Brilliant cockle warmer for the winter months. Made with Glenfiddich 12yr, Pedro Ximenez sherry and honey - served warm with a garnish of orange and cinnamon.



Something a little different

Nyetimber

For 30 years, Nyetimber has had a single aim of making Britain's finest sparkling wine, one to rival the very best in the world. Uncompromising in its approach, Nyetimber redefines tastes and attitudes towards British sparkling wine achieving exceptional quality and consistency each year.

For every 20 bottles ordered of either of the below sparkling wines to be served to your guests you will receive a complimentary Magnum of Classic Cuvee worth £65.

Classic Cuvee £48 per bottle

Rosé £55 per bottle

Champagne style product without the champagne price tag.



NYETIMBER
PRODUCT OF ENGLAND

Molton Brown Pamper Pack

Say thank you with a luxury gift from Molton Brown, perfect for that someone special. You will benefit from our unique partnership price, ask us more.

**MOLTON
BROWN**
LONDON

Piccolo and Punk

¼ bottle of Moët with straw with a bottle of Brewdog's Punk IPA
£30 per couple. (ask us more!)

FRANCE  1743
MOËT & CHANDON
CHAMPAGNE



Accommodation

When you confirm your wedding, we automatically provisionally reserve a variety of five bedrooms for the night before your wedding, and 15 for the night of your wedding at the reduced wedding rate. This includes your complimentary Bridal Suite.

These rooms are held under your names until guest's names are provided, you are responsible for allocating these rooms. We would then ask you to inform these guests of the provisional booking and ask them to provide card details to confirm their room, after the rooming list is provided.

We will hold your provisional bedroom bookings until 8 weeks prior to your wedding. Any bedrooms that are not confirmed at this stage will be released back into our diary to be sold.

If your wedding party require additional rooms, they must be booked direct with the hotel (by telephone or via our website) and guaranteed with a credit card and are subject to availability and inclusive of breakfast on best available rate.

Only Classic Double/Riverview and Junior Suites can accommodate extra beds, charged at £25 per bed, per night including the breakfast. Baby cots are free of charge.

High Season: April – October	
Classic:	£110
Classic Riverview:	£120
Classic Terrace:	£130
Heritage Double:	£140
Heritage Riverview:	£150
Junior Suite:	£160

Low Season: November – March	
Classic:	£100
Classic Riverview:	£110
Classic Terrace:	£120
Heritage Double:	£130
Heritage Riverview:	£140
Junior Suite:	£150

Ask us about additional alternative accommodation in our annexe.

Guests may check in to rooms from 2.00pm with check out at 11.00am.

Early check in cannot be guaranteed and is subject to availability.

Accommodation rates subject to review on 1st April.



Wedding Checklist

12 MONTHS

- > Discuss evening entertainment
- > Compile guest list
- > Choose bridesmaids, best man & ushers
- > Organise wedding outfits
- > Book your honeymoon
- > Guests may book wedding accommodation at the hotel

9 MONTHS

- > Book wedding cars
- > Arrange photographer & videographer
- > Have dress fittings for bride & bridesmaids

8 MONTHS

- > Order your cake & wedding stationery

6 MONTHS

- > Organise wedding flowers
- > Buy wedding rings

4 MONTHS

- > Confirm service details with Minister
- > Buy presents for your attendants
- > Post wedding invitations
- > Book hairdresser

3 MONTHS

- > Meet with Maryculter House to begin discussing reception details
- > Make a list of acceptance & regrets as they are received
- > Send thank you letters for gifts as they arrive

1 MONTH

- > Clarify wedding details with Maryculter House – signed copy due
- > Arrange seating plan
- > Visit hairdresser with head dress and practice make up
- > Prepare newspaper announcement
- > Check all wedding clothes are near completion

2 WEEKS

- > Provide the hotel (14 days in advance at latest) with the final numbers & table plan
- > Table plan - with all dietary requirements & children's ages etc.

1 WEEK

- > Final check on catering, cake, transport, flowers & photographer
- > Final dress fitting

DAY BEFORE

- > Deliver to the hotel, all favours, place cards in table order, table decoration etc, which are to be put out by the hotel.
- > Leave at the hotel the your overnight luggage for the wedding day.

ON THE DAY

- > 3rd party or guest to deliver & set up wedding cake in morning
- > Enjoy yourselves
- > Leave the rest to the professionals

THE DAY AFTER

- > Please ensure that arrangements are made to have any items or decorations collected from the hotel.
- > And live happily ever after...



Frequently Asked Wedding Questions

Guest Numbers

Maryculter House operates a minimum numbers and/or minimum spend policy. Please contact our wedding coordinator for more details.

Ceremonies

We welcome religious, civil or humanist ceremonies. Please note that our ceremony hire charge does not include the officiant and this must instead be organised directly between the client/officiant.

External Caterers

We do not allow external caterers for the meal, canapés or evening buffet as we have our own team of talented Chefs who will be delighted to provide catering for your big day and will be happy to discuss any specific requirements you may have. If you have something specific in mind that you wish to provide and we are unable to assist you, we will consider the option of external caterers as long as this is in addition to what we are already offering.

Special Diets

If you have any guests who have special dietary requirements, please inform your Co-ordinator prior to the big day and we will be only too happy to cater for these free of any additional charges. To ensure we are able to make the adjustments, please give us as much notice as possible and remember to indicate these guests on your table plan with your final details.

Menu Tasting

We want to ensure each dish is just as you had imagined, so our Chefs will be more than happy to offer a complimentary three course menu tasting for our couples prior to the big day. Additional dishes are charged at the wedding menu price. (Menu tastings available Monday-Thursday).

Corkage & Canapés

We do not offer a corkage service. We do have an extensive wine list available so please ask our team for further details. If you have a specific wine in mind that we do not offer please let us know and we will try our best to source it. Ice cream, fish & chips & prosecco vans are not permitted.

Access for Set-up

Suppliers will have access to the main ballroom from 7.00am on the morning of the wedding to begin set up. Where possible, we may be able to give access the day before provided we don't have any other functions booked. If you require early access, please discuss this with your Wedding Co-ordinator.

Cake

Maryculter House cannot take responsibility for setting up your wedding cake so we ask that this is delivered on the morning of the wedding and is set up by the supplier or a member of the wedding party. Unfortunately we do not have the facilities to store your cake prior to the wedding.

Our cake stands measure: - Round 15" diameter & Square 14" diameter.

Music

If your ceremony is being held in the ballroom we have a full PA system which you can connect to via the headphone socket. This PA system however does not cover the Courtyard. Should you wish to hold your ceremony outside (weather permitting) you may wish to consider providing an outside PA system via an external supplier. In both cases we would ask that one of your guests is responsible for controlling the music.



Frequently Asked Wedding Questions **continued**

Confetti

Confetti may be thrown outside, but it must be biodegradable so please ensure that you notify your guests in advance.

Candles

It is possible to include candles as part of your décor, as long as the naked flame is not exposed.

Parking

We have 3 large car parks which guests can access to free of charge. We do remind guests that they are parked at their own risk and to park responsibly ensuring that your car is locked and all valuables removed.

Fireworks and Paper Lanterns

Unfortunately, due to our location we are unable to allow these items at any of our events. Peterculter Golf Club on the opposite River Bank operates the same policy.

Residents Late Night Bar

If your guests are staying over at the hotel on the night of your wedding we offer a late night bar where guests must charge drinks to their bedrooms. In order to do this we require a pre-authorisation on their credit/debit card so please ask our Reception Team on check-in.

The Following Morning

Due to the business demands we respectfully request that all personal items from your wedding are cleared and removed by 11.00am the following morning. Please also make sure any of your external suppliers are aware their equipment requires to be removed by 08.00am.

Annual price increases

We advise you to add 2-5% increase for each additional year from when you book with us. This way you will have a rough idea on the actual costs from the Hotel, there will be an automatic increase from the 1st of April each year. Any changes to the rate of VAT are out of the Hotels control.

Accommodation

We offer all of a couples our Honeymoon suite for the evening of your wedding on a complimentary basis inclusive of breakfast.

If you would like to provisionally book bedrooms for your guests we can assist you with this for the night prior and the night of your wedding.

To make it fair for each wedding we would ask you to limit your request for accommodation the night prior to your wedding to a maximum of 5 bedrooms. Nearer the date of your wedding there may be availability and we can assist you with this then.

We would ask you to email your Co-ordinator with a list of the names of your guests and what type of bedroom they will require, e.g. how many adults and if there are any children with ages of the children, along with who will be settling the account for these bedrooms. For example own account or charged to wedding account.

If we provisionally book bedrooms for your guests we would ask that they call and confirm themselves by supplying card details in order to guarantee their reservation.

Any bedrooms that are still just provisionally booked 8 weeks prior to your wedding date will be automatically released.



Order of the Day

Below are our suggested timings if you are holding your ceremony at the hotel. If you are holding your ceremony elsewhere, please allow time for travel to the hotel from the ceremony.

12.30pm	Guests arrive
1.30pm	Wedding ceremony
2.00pm	Arrival drinks & canapés
4.15pm	Guests are seated
4.30pm	Speeches
5.00pm	3 Course meal
7.00pm	Turnaround for evening dance
7.30pm	Evening guests arrive
8.00pm	Dancing begins
10.00pm	Buffet served
1.00am	Carriages



Booking Form

To confirm your date please complete the following and return with a £1000 non-refundable deposit and a signed terms and conditions form. Once checked and processed by the Hotel we will confirm your booking in writing:

WEDDING RECEPTION

Day and Date Requested:

Ceremony Venue: Ballroom Elsewhere (please state)

Wedding Breakfast/Evening Reception Venue: Ballroom

Provisional Guest Numbers:

Daytime: Evening: Total Number of Guests:

Couples Names: 1. 2.

Name of Main Contact:

Daytime: Evening:

Full Address:

Postal Code:

Other Contact Numbers (Mobile):

E-mail address:

Signature: 1 2.

Date:

I have read, understood, and agree to abide by the attached Terms and Conditions of Maryculter House Limited.

- Prices inclusive of V.A.T at the current rate.
- Please note that prices are not fixed and are subject to annual review on 1st January of each year.



Terms & Conditions of Booking

Terms and Conditions of Contract (in respect of weddings, banquets and other functions).

1. INTERPRETATION

1.1 In these Terms and Conditions of Contract the following definitions apply:

"Booking Form" – Means the booking form issued by the Company.

"Client" – Means the bride and groom as specified in the Booking Form.

"Company" – Means Maryculter House Limited (a company incorporated under the Companies Act with company number SC113882 and having its registered office at South Deeside Road, Maryculter, Aberdeen, AB12 5GB).

"Contract" – Means the Terms and Conditions contained in this booking form and any other terms agreed in writing between the parties.

"Event" – Means the wedding, banquet and/or other function specified in the Booking Form and Terms and Conditions of Contract.

"Hotel" – Means Maryculter House, South Deeside Road, Maryculter, Aberdeen, AB15 5GB.

"Price" – Means the price for the event calculated in accordance with Condition 4.1 hereof.

"Terms and Conditions of Contract" – Means the Terms and Conditions of Contract set out in this document.

"Working Day" – Means any day which is not a Saturday, Sunday or any public or local holiday in Aberdeen.

"Writing" – Includes letter, email and comparable means of communication, excludes text messaging.

2. THE CONTRACT

2.1 The Booking Form constitutes an offer by the Company to provide the event to the client subject to these Terms and Conditions of Contract

2.2 The Booking Form will lapse unless unconditionally accepted by the Client signing and returning the Booking Form to the Company, together with a non-refundable deposit as specified within the Booking Form within ten (10) Working Days of the date the Booking Form is posted to the Client.

2.3 The Booking Form (if unconditionally accepted by the Client) shall be deemed to be accepted upon receipt by the Company.

2.4 The Client shall be responsible to the Company for ensuring the accuracy of information provided by the Client in this Booking Form to enable the Company

to perform the Contract.

2.5 No variation to the Booking Form or Terms and Conditions of Contract will be binding upon the parties unless agreed in writing between the Company and the Client.

2.6 The contract constitutes the entire agreement between the parties and supersedes all prior representations, negotiations and discussions between the Company and the Client

2.7 Where the Client comprises of more than one person, said persons shall be jointly and severally liable for the Client's obligations under the Terms and Conditions of Contract

3. VARIATION OF THE BOOKING FORM (TERMS AND CONDITIONS OF CONTRACT)

3.1 It is the obligation of the Client to provide details of the final chargeable numbers of guests attending the event two (2) weeks prior to the event. Should the Client desire to increase the previously agreed number of guests it will be solely at the discretion of the Company as to whether any such increase will be permitted. The Price for the Event will be increased to accommodate the relevant number of additional guests, calculated in accordance with Condition 4.1 hereof.

3.2 Should there be any reduction in the numbers from that intimated in Condition 3.1, the Company reserves the right to issue an invoice to the Client in accordance with Condition 5.1 hereof in respect of the total numbers as intimated under Condition 3.1 above. No charges will be made for any reductions in numbers of less than 10% for those intimated in Condition 3.1 provided that the reduction in numbers is received in Writing by the Company at least ten (10) Working Days prior to the Event.

4. PRICE

4.1 The Price for the provision of the Event shall be the Company's quoted price based on intimation of final numbers of guests attending the Event under Condition 3.1 and, unless otherwise so stated, shall be inclusive of any applicable taxes. If no intimation under Condition 3.1 given, the Price for the provision of the Event shall be a minimum price of £37.00 per adult. In said circumstances, the Company shall be entitled to charge the Client the greater of

- the relevant minimum price and
- a price based on the actual number of guests, the room hire and any extra services ordered.



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4.2 The Company reserves the right by giving a minimum of fourteen (14) Working Days' notice in Writing to the Client at any time before the Event to increase the Price to reflect any increase in the cost to the Company which is due to any factor beyond the control of the Company (such as, without limitation, any foreign exchange fluctuation, alteration of duties, significant increase in the cost of labour, materials or other costs).

4.3 Prices quoted are subject to change to annual review to be effective from the 1st of January each year and the Company reserves the right to alter the Prices in line with the annual review without notice. This is also applicable to confirmed bookings. Price increases, which will be in line with economic circumstances, will not result in the Client being entitled to cancel the Event.

4.4 The Company reserves the right to add any new or additional tax or levy imposed by any lawful authority, which was not known to the Company at the time the Terms and Conditions of Contract were entered into. The Company shall be entitled to payment from the Client for any additional goods and services ordered at the Event.

4.5 A non-refundable deposit of £1,000 shall be paid by the Client to the Company to secure the booking of the Event on or before the date of the Booking Form is received by the Company. In the Event that the Client requires to change the date of the Event for reasons out with the Client's control, provided the alternative date can be accommodated, the deposit shall be transferred to the new Event date. If however, the Client requires to cancel the Event pursuant to Condition 7.2 hereof, the deposit shall be non-refundable.

4.6 There will be a minimum charge of 80% of the total day and evening guests charged for the Evening Buffet.

5. PAYMENT

5.1 Subject to any special terms contained in the Booking Form or otherwise agreed in Writing between the Company and the Client, the Company may invoice the Client for the Event at any time after the date eight (8) weeks prior to the Event. The Client shall pay 100% of the Price fourteen (14) Working Days prior to the date of the Event.

5.2 Failure to pay timeously will result in interest running on the Price at the rate of 4% per annum above the rate of The Bank of England, from the due date until payment.

5.3 Any queries on the invoice must be raised within five (5) Working Days of the date of the invoice in Writing and should any such queries remain unresolved following three (3) Working Days thereafter then without prejudice to the claims of the Company in respect of

the invoice it will be the obligation of the Client to make immediate payment of the undisputed amount.

5.4 The Company reserves the right to withdraw credit facilities which may be in existence without explanation or notice.

6. CLIENT/GUEST USE OF THE HOTEL

6.1 The Company has statutory obligations including, without prejudice to that generality, the obligations incumbent upon the Company relating to liquor licensing, fire regulations and health and safety. It is therefore the obligation of the Client and guests of the Client to comply with these requirements as may be directed and enforced by the staff at the Hotel.

6.2 The attention of the Client is drawn to the notices displayed in the Hotel with regard to the exclusion of liability by the Company.

6.3 All consumables consumed at the event must be supplied by the Company or its authorised agents. Without prejudice to the foregoing generality, the consumption of consumables, whether food or beverage, which have not been supplied by the Company or its authorised agents is prohibited. This includes any consumables which may be won as prizes or given as gifts at the Event. The Company reserves the right to make a discretionary charge to the Client or guests of the Client should Condition 6.3 be breached. This provision covers both the Hotel and its grounds.

6.4 The Client and guests of the Client shall not act in an improper or disorderly manner in the Hotel or its grounds. They shall also leave promptly at the appropriate time and comply with all reasonable demands of the Company's staff at the Hotel. The Company reserves the right to make a discretionary charge to the Client or guests of the Client should Condition 6.4 be breached.

6.5 If your overall numbers for your evening reception are above 180 the hotel has the right to charge for external security staff to be brought in.

7. CANCELLATIONS

7.1 The Event may be cancelled by the Company should any of the following circumstances occur:

7.1.1 The Hotel or any part of it being closed, or going to be closed due to circumstances out with the control of the Company. Should the Company cancel the Contract under Condition 7.1.1 the Company shall refund any advance payments made, less any outlays already incurred, in full and final settlement of the Company's obligations arising under the Terms and Conditions of Contract. In no event shall the Company be liable



Terms & Conditions of Booking continued

to the Client for an indirect or consequential losses suffered or incurred by the Client as a result of cancellation by the Company pursuant to Condition 7.1 hereof.

7.1.2 The bankruptcy or insolvency of the Client.

7.1.3 Where instalment payments are being made to account for a future Event and the Client is in arrears for more than seven (7) Working Days in respect of such payments.

7.1.4 Any other circumstances which in the sole opinion of the Company would be likely to result in either the reputation of the Company or the Hotel being prejudiced or damage being caused to the property of the Company or the Hotel.

7.1.5 The Client fails to provide details of final numbers of guests under Condition 3.1

7.1.6 The Client fails to make timeous payments of any sums due to the Hotel.

7.2 Should the Client for any reason cancel a confirmed Event less than fifty two (52) weeks prior to the Event, the Company reserves the right to impose cancellation charges. The company reserves the right to charge (a) 90% on contracted accommodation and room hire revenue and (b) 70% on contracted food and beverage revenue, being the Hotel's loss of profit. These charges shall be subject to further adjustments depending upon the length of notice provided to the Company by the Client as follows:

7.2.1 Cancellation less than fourteen (14) Working Days prior to the Event – 100% of the Price

7.2.2 Cancellation between twelve (12) weeks and fourteen (14) Working Days prior to the Event – 75% of the Price

7.2.3 Cancellation between twenty six (26) and twelve (12) weeks prior to the Event – 50% of the Price

7.2.4 Cancellation between fifty two (52) weeks and twenty six (26) weeks prior to the Event – 35% of the Price

7.2.5 Should the Company be able to re-sell the date of the cancelled Event, then the Company may exercise discretion in relation to the imposition of cancellation charges.

7.3 Intimation of the cancellation of the Event must be in Writing by the Client (and where there is more than one party comprising the Client any one of them) to the Company and will be effective on the date such intimation is received by the Company. The Company shall endeavour to mitigate its losses by taking steps, which, in its sole discretion will mitigate any loss. The

Client shall be liable for all reasonable expenses incurred by the Company in mitigating its loss arising from such cancellation.

8. ACCESS TO THE FUNCTION ROOM

8.1 Reservations confirmed on a day rate are accepted on the basis that access to the function room(s) at the Hotel allocated for the Event is limited to the period between 8am and 12 midnight on the day of the Event unless previously agreed by the Company and acknowledged in Writing by the Client.

9. GENERAL

9.1 The Client shall be liable or any loss or damage caused to the Hotel, its grounds or the property of the Company, for loss or damage caused to the property of the Client and that of third parties, and for death and injury to the Client, employees of the Company, patrons of the Hotel and third parties, to the extent that said loss, damage, death or injury is caused by the Client or guests of the Client.

9.2 The Company shall not be liable for any failure to perform its obligations to the Client in whole or in part as a result of any circumstances beyond its control (including, without limitation, any strikes or industrial action, civil commotions, terrorism, riot, war (declared or undeclared), act of God, fire, flood, explosion, storm, earthquake, subsidence, epidemic, failure of service or utilities, or other natural or physical disasters)

9.3 Entertainment at the Event shall be entirely the responsibility of the Client. Any electrical equipment required to be used for the Event shall require the prior approval of the Company. The Client shall ensure that such equipment is available for inspection in advance of the Event.

9.4 No waiver by the Company or any breach of the Terms and Conditions of Contract by the Client shall be deemed to be a waiver of any subsequent breach of the same or any other provision.

9.5 If any provision of the Terms and Conditions of Contract is held by a court or other competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of the Terms and Conditions of Contract and the remainder of the provision in question shall not be affected.

9.6 The Terms and Conditions of Contract shall be governed by the laws of Scotland and the parties hereto submit to the non-exclusive jurisdiction of the Scottish courts. In particular and without prejudice to the foregoing generality, the parties hereto submit to the non-exclusive jurisdiction of Aberdeen Sheriff Court.



Terms & Conditions of Booking continued

I have read and understood the above Terms and Conditions and agreed to this Contract:

Signature: 1 2.

Date:

Print Name: 1 2.

Event Date:





HOSPITALITY SINCE 1225