



# 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 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 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 deposit, your date will be automatically released.

**TWELVE WEEKS** before the 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, 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 Reception

---

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 Humanist Celebrant yourself, unfortunately we are unable to arrange this on your behalf.

### Wedding Ceremony Hire

2025 - £900

2026 - £1000

2027 - £1100

## Wedding Ceremony Rooms

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

The room hire charge will only be applicable for ceremonies held at Maryculter House. Therefore, there is no extra charge for the drink's reception, wedding breakfast or evening reception.

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



# 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 restaurant. To guarantee your dining area, please book as soon as you can.

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 restaurant)*

---

## Pre-Wedding Buffet Supper

---

With the below menu you can select up to 2 main courses and 2 desserts for you and your guests to enjoy.

The Below Menu is £25 for 2 courses per person.

### Main Courses

Beef Pie & Chips

*slow cooked Aberdeenshire beef, rich gravy, skirlie, skinny fries*

Sweet Chilli Chicken

*steamed rice*

Macaroni Cheese

*garlic focaccia, skinny fries*

### Desserts

Lemon Posset

*bramble gel, biscotti*

Apple Crumble Tart

*vanilla ice cream & custard*

Hot Chocolate Pudding

*double dairy ice cream*

*Dietary menu and children's menu are available on request*



## Bridal Basket Breakfast

---

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

Breakfast for 2 included in your room rate; additional guests are £11 per person.

Bacon or Egg Roll  
Pastries  
Yogurt, Granola & Fruit Pot  
Orange Juice

## Light Lunch delivered to your room

---

<b>Finger Sandwiches, crisps, salad</b>	<b>£7</b>
<b>Prosecco</b>	<b>£7.50 per flute</b>
<b>Champagne</b>	<b>£11 per flute</b>



# Canapés

Choice of any 3 canapés £7 per person

Any additional canapé £2 per canapé

## Maryculter Favourites

Haggis Bon Bons  
*wholegrain mayonnaise*

Parmesan Gougers

Mini Yorkshire Pudding  
*roast beef, horseradish*

## From the Sea

Fish & Chips  
*haddock, chip, tartar sauce*

Smoked Salmon Roulade  
*crème fraiche & caviar*

Sweet Chilli King Prawn

## From the Land

Parfait Tartlet  
*chutney*

Satay Chicken Skewers

Mini Pork & Apple  
Sausage Roll

## From the Baker

Strawberries dipped in  
Chocolate

Millionaire Shortbread

½ Scone  
*cream and jam*

## From the Garden

Wild Mushroom & Truffle  
Tartlet

Spinach & Goats Cheese  
Frittata

Tomato & Basil Bruschetta  
*pesto*

## For the Kids

3 Finger Sandwiches

Sausage Roll

Mini Ice Cream

£7 per child



## New Beginnings

---

Terrine of Smoked Ham Hock <i>piccalilli, apple, rustic bread</i>	£9
Chicken Liver Parfait <i>red onion marmalade, oatcakes</i>	£9
Confit Pork Belly <i>braised bonbon, apple cider</i>	£11
Prawn Cocktail <i>iceberg lettuce, tomato</i>	£10
Classic Smoked Salmon <i>pickled shallots, capers, rocket salad</i>	£12
Timbale of Melon <i>tropical salsa, champagne sorbet</i>	£9
Haggis, Neeps & Tatties <i>whisky cream sauce</i>	£10
Tomato, Mozzarella & Basil Bruschetta	£9

## Soups

Sweet Tomato & Roasted Pepper <i>basil cream</i>	£8
Vegetable Broth	£7
Lentil <i>add bacon + 50p</i>	£8
Velouté of Butternut Squash <i>toasted pumpkin seeds</i>	£8
Cream of Leek & Tattie	£7
Pea & Ham	£7
Carrot & Coriander	£8
Scotch Beef Broth	£9
Traditional Cullen Skink	£9

*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.*



## Matrimonial Main Courses

---

Breast of Chicken <i>stuffed with haggis, mashed potato, whisky cream sauce</i>	£26
Slow Cooked Scotch Beef <i>dauphinoise, red wine jus</i>	£27
Breast of Chicken <i>stuffed with mealie, roast tatties, gravy</i>	£26
Duo of Duck <i>confit leg, roast breast, roast tatties, sloe gin jus</i>	£30
Traditional Roast Sirloin of Aberdeenshire Beef <i>roast tatties, Yorkshire pudding, skirlie, gravy</i>	£32
Pork Fillet wrapped in Bacon <i>black pudding &amp; apple bonbon, sweet potato, honey &amp; mustard sauce</i>	£26
Rump of Lamb <i>provençal vegetables, potato terrine, thyme jus</i>	£27
Fillet of Salmon <i>creamed mash, white wine butter</i>	£27
Loin of Highland Venison <i>dauphinoise potato, sticky red cabbage, sloe gin jus</i>	£35
Fillet of Sea Bream <i>crushed new potato, salsa verde</i>	£25

*All served with seasonal vegetables*

*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, vanilla ice cream</i>	£9
Warm Chocolate Brownie <i>double dairy ice cream</i>	£9
Lemon Meringue Tart <i>raspberry sorbet</i>	£8
Apple Crumble Tart <i>double dairy ice cream</i>	£9
Crème Brûlée <i>shortbread</i>	£8
Banoffee Pie <i>caramel shortcake ice cream</i>	£8
Biscoff Cheesecake <i>vanilla ice cream</i>	£10
Oreo Cheesecake <i>frozen yoghurt</i>	£10
Seasonal Pavlova <i>chantilly cream</i>	£8
Selection of Scottish Cheeses <i>seasonal chutney &amp; rustic oatcakes</i>	£11

# Teas and coffee

---

Freshly brewed tea or coffee <i>tablet &amp; shortbread</i>	£3
Freshly brewed tea or coffee <i>petit fours</i>	£4

---

The selector menu is priced based on 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. This can provide your guests with the option of 2 dishes per course, only excluding dietaries.

---

*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.*



# Young Diners (under 12's)

---

## On Your Marks!!

Tomato Soup  
Cheesy Garlic Bread  
Crudities & Fruit  
Breaded Mozzarella

.....

## Get Set!!

Macaroni Cheese  
Fish or Chicken Goujons  
Beef Burger  
Pork Sausages  
*served with mash or skinny fries  
peas or beans*

.....

## Go!!

Sticky Toffee Pudding  
Chocolate Brownie  
3 Scoop Sundae  
*chocolate, vanilla, strawberry, hundreds & thousands*  
Fresh Fruit Salad

£20 per child aged 2-12  
children aged under 2 – free of charge

*Please select one starter, one main course and one dessert to cater for all children.*



# Evening Buffet

---

Selection of Freshly Made Sandwiches & Sausage Rolls	£9
Filled Morning Rolls <i>fried egg, bacon, sausage</i>	£8
Macaroni Cheese <i>garlic bread</i>	£9
Stovies <i>beetroot and oatcakes</i>	£9
Selection of Mini Pies <i>chicken, macaroni, scotch, steak</i> <i>(2 per person)</i>	£11
Chips & Cheese <i>curry sauce, ketchup, salt &amp; vinegar</i>	£8
Steak Burger <i>bacon &amp; cheese</i> <i>add chips + £2</i>	£12

*tea & coffee is included.*

*We recommend catering for 80% or more of your total guests.*



# Refreshments

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

White		Red		Rose	
Sauvignon Blanc <i>Chile</i>	£28	Merlot <i>Chile</i>	£28	La Brouette Rosé <i>France</i>	£28
Pinot Grigio <i>Italy</i>	£31	Shiraz <i>Jacobite Ridge, Australia</i>	£30	Whispering Angel <i>France</i>	£65
Chardonnay <i>Jacobite Ridge, Australia</i>	£30	Merlot Bainskloof Estate <i>South Africa</i>	£33		
Lofthouse Sauvignon Blanc <i>New Zealand</i>	£37	Cabernet Sauvignon <i>France</i>	£34		
Chablis <i>Burgandy, France</i>	£62	Malbec <i>Mendoza, Argentina</i>	£47		

## Bubbles

Elderflower	£4.50
Prosecco	£7.50
Champagne	£11.00

*All 125ml glasses*

Drink of choice (vodka/gin/ whisky/bottled beers, house wine, prosecco) at £7 per person

Jugs of Pimms £30 per jug  
(6 glasses per jug)

Soft drinks from	£2.50 per glass
Bottled beers from	£4.50 per bottle

*As an alternative, we do have non-alcoholic beverages available – please ask!*

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



# 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 £99.

**Classic Cuvee £66 per bottle**

**Rosé £75 per bottle**

Champagne style product without the champagne price tag.

---



**NYETIMBER**  
PRODUCT OF ENGLAND

## Molton Brown

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

---

## Have your own keg

Treat your guests to free-flowing Madri lager from our mobile bar. Containing 88 pints of perfectly chilled Madri we will keep pouring until it is gone...

**£500 per keg**

### Terms and Conditions

Once the keg(s) you have purchased are empty then guests would purchase from the main bar. There are no cash alternatives or refunds for any liquid not consumed on your wedding day.

---



# Accommodation

**When you confirm your wedding, we automatically, provisionally reserve a variety of 5 bedrooms for the night before your wedding, and 15 for the night of your wedding at the reduced wedding bed and breakfast rate. This includes your complimentary Bridal Suite.**

These rooms are held under your names until guests' 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 requires additional rooms, they must be booked directly with the hotel (by telephone or via our website) and guaranteed with a credit card and are subject to availability and inclusive of breakfast at the best available rate.

Only Classic Double/Riverview and Junior Suites can accommodate extra beds, charged at £25 for a child and £35 for an adult per bed, per night including breakfast. Baby cots are free of charge.

High Season: April – October			
ROOM	2025	2026	2027
<b>Classic:</b>	£150	£160	£170
<b>Classic River:</b>	£160	£170	£180
<b>Classic Terrace:</b>	£170	£180	£190
<b>Heritage Double:</b>	£180	£190	£200
<b>Heritage River:</b>	£190	£200	£210
<b>Junior Suite:</b>	£200	£210	£220
<b>Four Poster:</b>	£210	£220	£230

Low Season: November - March			
ROOM	2025	2026	2027
<b>Classic:</b>	£140	£150	£160
<b>Classic River:</b>	£150	£160	£170
<b>Classic Terrace:</b>	£160	£170	£180
<b>Heritage Double:</b>	£170	£180	£190
<b>Heritage River:</b>	£180	£190	£200
<b>Junior Suite:</b>	£190	£200	£210
<b>Four Poster:</b>	£200	£210	£220

**Ask us about additional alternative accommodation in our annexe. Guests may check in to rooms from 3.00pm with check out at 11.00am.**

*Early check-in cannot be guaranteed and is subject to availability. Accommodation rates subject to review on 1st January.*



# 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
- > Book hairdresser

## 8 MONTHS

- > Order your cake & wedding stationery
- > Book Menu Tasting

## 6 MONTHS

- > Organise wedding flowers
- > Buy wedding rings

## 4 MONTHS

- > Confirm service details with Minister/Celebrant
- > Buy presents for your attendants
- > Post wedding invitations

## 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 WEEK

- > Provide the hotel (14 days in advance at the latest) with the final numbers & table plan including guest meal choices, 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.

## DAY BEFORE

- > 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 number 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.

## What's Included

Included within our venue we have tables and chairs, white linen table clothes and napkins, cutlery, crockery, glassware, a handheld mic and MC, also 2 easels

## External Caterers

We do not allow external catering 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 Dietaries

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 to our couples prior to the big day. Additional dishes are charged at the wedding menu price. (Menu tastings available Monday-Thursday). This can be arranged up to 8 months prior to your wedding.

## Corkage

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 do not have any other functions booked. If you require early access before 7am, 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.  
We also have a cake knife available upon request





# Frequently Asked Wedding Questions

---

## 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 via Bluetooth, an AUX/USB cable or lighting cable

## 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 three large car parks which guests can access 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 opposite Riverbank operates the same policy. Sparklers are permitted and to be disposed of appropriately.

## 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. To do this, we require 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 7.00am. Where possible, we will move all items to the upper foyer for collection, please ensure you remember to take everything with you.

## Annual Price Increases

We advise you to add 5% increase for each additional year from when you book with us. This way you will have any estimate of the actual costs from the Hotel, there will be an automatic increase from the 1<sup>st</sup> January each year. Any changes to the rate of VAT are out of the Hotels control.

## Accommodation

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 will ask that they call and confirm themselves by supplying card details to guarantee their reservation.



# 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 after ceremony.**

<b>12.30pm</b>	Guests arrive
<b>1.30pm</b>	Wedding ceremony
<b>2.00pm</b>	Arrival drinks & canapés
<b>4.15pm</b>	Guests are seated
<b>4.30pm</b>	Speeches
<b>5.00pm</b>	3 Course meal
<b>7.00pm</b>	Turnaround for evening dance
<b>7.30pm</b>	Evening guests arrive
<b>8.00pm</b>	Dancing begins
<b>10.00pm</b>	Buffet served
<b>1.00am</b>	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 and 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 (a) the relevant minimum price and (b) a price based on the actual number of guests, the room hire, and any extra services ordered.



- 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 regarding 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



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

**7.12** The bankruptcy or insolvency of the Client.

**7.13** 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.

**7.14** 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.

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

**7.16** 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% of contracted accommodation and room hire revenue and (b) 70% of 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 by suppliers to the function room(s) at the Hotel allocated for the Event is limited to the period between 7am and 1am 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 for 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:** .....

