



TERMS & CONDITIONS

Terms & Conditions of Booking

1. All prices are correct at the time of going to print and are inclusive of VAT at the current rate.
2. Final numbers for all weddings must be confirmed eight days before the event, and these will be the minimum numbers charged for. Final payment should be made at this stage.
3. All additional banqueting charges for extra guests incurred on the day must be cleared on the day of the wedding without exception.
4. All provisional bookings for banqueting will be held for a period of fourteen days after which time such bookings will be automatically released. In order to confirm the wedding, a non-refundable, non transferable deposit of £500 is required. 50% of the total Balance is due 6 months prior to the date of the event with the final balance payable 8 days before the event.
5. All food and beverage items must be supplied by The Devenish. We reserve the right not to accept alcoholic miniatures and tray bakes into the venue. If a customer wishes to supply their own wines for an event, a corkage charge per bottle will apply.
Still wine £6 (per bottle)
Sparkling wine £10 (per bottle)
Champagne £15 (per bottle)
6. Any items related to the wedding must be removed on the day of the wedding. The Devenish cannot be held responsible for mislaid effects.
7. Special dietary requirements and food allergies should be made known to the venue in advance.
8. Should The Devenish, for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities. The Devenish may cancel the booking if;
(a) the booking might prejudice the reputation of the venue including related entertainment or activities; (b) scheduled payments are not received at the agreed dates.
9. In the unfortunate circumstances that a confirmed event has to be cancelled by you, your deposit will not be

refunded. Any cancellation or postponement should be advised to the management of The Devenish in the first instance verbally, followed by written confirmation.

10. The Devenish will not be liable for any failure or delays in service, food and beverages as a result of events outside its control.
11. The client shall be responsible for any damage caused to the allocated rooms or to furnishings, utensils and equipment there-in by an act, default or neglect of the customer; sub contractor or guest of the client, and shall pay to the Devenish on demand, the amount required to make good or remedy any such damage.
12. The Devenish insists that all evening entertainment must conclude by 1am. No extension is possible after this time.
13. Minimum number of 80 guests and above for the Island Theatre and 150 and above for the Ballroom any Friday or Saturday booking.
14. A payment for Room Hire applies to the Grand Ballroom of £500.00 without exception.

Cancellation Policy

Should you wish to cancel your booking the following cancellation policy and time limits shall apply without exception.

2 years prior to date: All monies except initial deposit shall be repaid.

1 year prior to date: 50% of the balance is due, as well as initial deposit.

6 months prior to date: 75% of the balance is due, as well as initial deposit.

3 months prior to date: 100% of the balance is due, as well as initial deposit.

Balances are transferable within a 12 month period and are subject to management approval.

For bookings & enquiries contact our dedicated team on:
events@devenishcomplex.com or call 028 9030 1154

THE DEVENISH
COMPLEX | ESTD 2014