



# PETWOOD WEDDINGS

TAKE A LOOK INSIDE



# WELCOME

## CONGRATULATIONS FROM ALL OF US AT THE PETWOOD

Every couple has the ideal picture of their special day and how it will look.

Set within 30 acres of landscaped gardens in the heart of Lincolnshire, the Petwood presents the perfect canvas for you to paint your own wedding vision. From grand, large scale weddings to intimate gatherings, we have a space for you to create your perfect day.

We offer a flexible approach to helping you plan your day, listening to what is important to you and tailoring our services to your vision. We pride ourselves on delivering the highest standards of service, part of the 'Petwood experience' that people know and love.

Inspired by the legendary Royal Air Force 617 "Dambusters" Squadron who made their Officers' Mess here in 1944, the Petwood will give you the special day you have dreamed of.

We look forward to meeting you.





# PICTURE PERFECT

In a place where memories have been created for generations, there is no better place to create your own than the Petwood.



Main grounds



Temple of Atalanta



Temple Gardens



Main Grounds



# DELICIOUS DINING

Sourced from the best local produce that Lincolnshire has to offer, our wedding menus will appeal to all tastes.





# LUSCIOUS LANDSCAPES

Professional photographers and Instagrammers alike love the Petwood for the range of views all year round making it the perfect backdrop for your wedding memories





# SUMPTUOUS SPACES

However many people you want to have sharing your special day, we have the perfect space for you and your guests to celebrate.



## PACKAGES

### THE PERFECT WEDDING

Bedroom for the Bride and Maid of Honour the night prior to the wedding,  
champagne, luxury relaxation hamper, bathrobe and slippers  
Exclusive room hire for the Wedding Breakfast and evening reception  
Private bar hire  
Red Carpet welcome  
Chair covers for the wedding breakfast  
A glass of Bucks Fizz or Pimm's on arrival and canapés  
3 course wedding breakfast with tea or coffee and petit fours  
2 glasses of house wine per person with the meal  
A glass of sparkling wine for the toast  
Use of hotel cake stand and knife  
White table linen and napkins  
Table plan and place cards  
Overnight executive room with breakfast for the Bride and Groom  
Four double rooms with breakfast for family or friends  
Party packs for children attending the wedding breakfast  
Hire of disco, DJ and dance floor  
Five item finger buffet for the evening  
Mirrors, tea lights, crystals and flower centres pieces for tables  
Post box for guest cards

Package is for 80 daytime guests and 100 evening guests

## PACKAGES

### THE ULTIMATE PACKAGE

Bedroom for the Bride and Maid of Honour the night prior to the wedding  
Exclusive room hire for the Wedding Breakfast and evening reception  
Private bar hire  
Red Carpet welcome  
Chair covers for the wedding breakfast  
A glass of Bucks Fizz or Pimm's on arrival and canapés  
3 course wedding breakfast with tea or coffee and petit fours  
2 glasses of house wine per person with the meal  
A glass of sparkling wine for the toast  
Use of hotel cake stand and knife  
White table linen and napkins  
Table plan, place cards and personalised menu cards  
Overnight executive room with breakfast for the Bride and Groom  
Party packs for children attending the wedding breakfast  
Hire of disco, DJ and dance floor  
Five item finger buffet for the evening

Package is for 60 daytime guests and 80 evening guests

## PACKAGES

### THE INTIMATE WEDDING

Exclusive room hire for the Wedding Breakfast  
Private bar hire  
Red Carpet welcome  
Chair covers for the wedding breakfast  
A glass of Bucks Fizz or Pimm's on arrival and canapés  
3 course wedding breakfast with tea or coffee and petit fours  
1 glass of house wine per person with the meal  
A glass of sparkling wine for the toast  
Use of hotel cake stand and knife  
White table linen and napkins  
Overnight executive room with breakfast for the Bride and Groom

Package is 35 daytime guests

## PACKAGES

### THE ENGLISH ROSE

Exclusive room hire for the Wedding Breakfast  
Private bar hire  
Red Carpet welcome  
Chair covers for the wedding breakfast  
A glass of Pink Prosecco and canapés  
Afternoon Tea served at the table with a selection of sandwiches and  
tea time cakes and scones  
Served with a selection of tea, coffee, herbal and fruit teas  
A glass of champagne for the toast  
Use of hotel cake stand and knife  
White table linen and napkins  
Overnight executive room with breakfast for the Bride and Groom

Package is for 35 daytime guests



# EVENT CONTRACT

## TERMS & CONDITIONS

### BOOKING FORMALITIES

We can provisionally hold a date for your wedding for a maximum of 7 days. Should a signed wedding contract and the payment of the booking fee not be received during this time, the Hotel may release the provisional event date without notice. To confirm your booking, you must sign the contract and return it to us with a minimum booking fee of £1000.00 (booking fee can be greater, this will be explained when quoting). The booking fee is Non-Refundable and Non-Transferable and will be deducted from the final balance payment. We recommend you consider taking out wedding insurance to safe-guard against any unforeseen circumstances.

### PAYMENT

Payment Terms are based on the contracted wedding quote and will be amended based on the final numbers (subject to meeting minimum numbers). The payment schedule is detailed below, and the final payment must be made not later than one month before the Wedding date when 100% of the wedding booking balance must be paid (less booking fee).

1 Year - £1,000  
6 Months – 40%  
3 Months – 75%  
1 Month – 100%

Persons other than those named on the contract (i.e., father of the bride) will be deemed as part of this contract if a payment is made by them in relation to this agreement.  
A payment plan can be arranged, please ask for details.

# EVENT CONTRACT

## TERMS & CONDITIONS

### CANCELLATION BY YOU

If a situation occurs and you must cancel your wedding, you must inform us by telephone and confirm in writing as soon as possible. If you do cancel, the following charges will apply and will be based on the booking details and full amount due on the front of this contract:

6 months and over - Booking fee agreed

Between 4-6 months - 40%

Between 2-3 months - 75%

Under 2 months - 100%

The hotel strongly suggests that Wedding Insurance is taken out.

### CANCELLATION BY THE HOTEL

We will be entitled to cancel your booking without liability at any time if: -

The booking might in our reasonable opinion damage our reputation or become untenable.

You are more than 14 days late in making any of the required payments as detailed above.

The venue cannot deliver its full services due to a third-party failure.

The structure of the building becomes un-usable

You significantly alter the requirements of your booking, so that it would no longer be viable to us to accept it. Should this occur we would endeavour to offer you a reasonable alternative choice of facilities, however, depending on the timescale involved, cancellation charges for the difference in the booking value may be charged.



# EVENT CONTRACT

## TERMS & CONDITIONS

### FINAL NUMBERS

The approximate numbers of guests must be given when confirming your booking and you should inform us of any significant changes as they happen. We must be advised of the exact number of guests 1 month before the event. If more people are catered for on your wedding day, we will charge for this number, or the minimum number agreed, whichever is the greater.

### CHILDREN

Whilst we welcome children to the hotel, may we advise you that parents are responsible for their own children and their behaviour. We do not permit children in corridors or public areas without a parent being present to avoid disturbing other hotel guests. Supervision by parents must be given at all times especially in outdoor areas.

### PERSONAL BELONGINGS

The hotel accepts no liability for the safe keeping of cards or presents and we strongly suggest that arrangements are made for a family member to look after your items. The hotel accepts no liability for any personal belongings and suggests that all items are removed from the hotel at the end of the event. By accepting to store items does not mean that the hotel accepts liability should the items be misplaced or damaged.

### ACCOMMODATION

All bedroom bookings require a credit card guarantee and any rooms booked by the Bride and Groom become their responsibility should their guests depart without settling their final account. If required, the hotel will hold a maximum of ten rooms on allocation and if these are not confirmed 8 weeks before the event, the hotel will release them without notification.

# EVENT CONTRACT

## TERMS & CONDITIONS

### OTHER INFORMATION

No alcohol or food may be brought into the hotel unless you have our prior permission and any alcohol brought in will be confiscated.

We have no liability to you if we are unable to perform any of our obligations if the delay or failure is due to any cause beyond our reasonable control.

We must give our prior approval to any external suppliers including bands or entertainers, which you want to use in connection with your booking. We reserve the right to refuse approval for any reason.

For Evening Wedding Buffets, we must cater and charge for all guests attending the evening function (unless otherwise agreed in writing with the hotel).

You will be responsible for the behaviour of all your guests, and any damage caused to our Hotel property will be charged to the main account.

You must ensure that you and your suppliers comply with any statutory requirements and you must comply with our reasonable instructions regarding noise level restrictions.

We must comply with various licensing and statutory regulations when running our hotel. You agree to assist us in complying with these regulations, rules and requirements.

All prices and booking conditions are correct at the time of printing but may be subject to change at any time by the hotel. You will be notified of any changes in writing.



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