

Full terms and conditions can be viewed at www.the-italian-villa.co.uk

Provisionally booked dates will be held for 14 days and can only be confirmed once the deposit and booking form have been received.

Payment Terms & Booking Deposit

Wedding Bookings

Please return the booking form with a £1500 non-refundable, non-transferable booking deposit.

6 months before the event a further £2000 will be due.

The final balance is due one month before the wedding – please refer to your wedding quotation.

Ceremony Only Bookings

Please return the booking form with a £250 non-refundable, non-transferable booking deposit. Final balance is due 3 months before the event.

Corporate & Private Bookings

Please return the booking form with the appropriate non-refundable, non-transferable booking deposit, as outlined below:

Overall Spend

£0 – £1000 spend	£250 booking deposit
£1001 – £3000 spend	£500 booking deposit
£3001 – £6000 spend	£1500 booking deposit
£6001 + spend	£2500 booking deposit

Final balance due 1 month before the event.

All booking deposits are non-refundable, non-transferable and all prices are inclusive of VAT.

Cancellation Charges

Notice of cancellation periods and percentages charged upon cancellation.

12 to 6 months prior to the event: 50% of total event costs (including catering & booking deposit).

6 to 3 months prior to the event: 75% of total event costs (including catering & booking deposit).

3 months prior to the event: 100% of total event costs (including catering & booking deposit).

All cancellations must be confirmed in writing. Only once written confirmation is received will the cancellation become effective.

Payment details:

All cheques are made payable to The Italian Villa.

Bank transfers can be made to:

The Italian Villa, Lloyds TSB Bank Plc

Sort code: 30-91-08, Account No: 39521360

For bank transfers please put your name and invoice number as a reference. Debit/Credit cards payments are accepted over the phone (credit card payments are subject to a charge of 2.6% of the total amount).

Please complete and return the booking form below with your deposit. On receipt of your booking form and deposit we will send you confirmation of your booking at the Italian Villa. Thank you.

I/We wish to book the Italian Villa as detailed below

Are you booking the following:

12noon Marriage Ceremony only in the Verona Suite – to be vacated by 1.15pm ☐ 2pm Ceremony & Reception/Reception only ☐

Other type of event:
(please state)

Event Date:

D	D	M	M	2	0	Y	Y
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Day:

Contact details

Client Full Name(s):

Correspondence Address:

Postcode:

Email:

Tel:

How did you hear about us:

Booking deposit payable by: ☐ Cheque ☐ BACS ☐ Debit Card ☐ Credit Card ☐ Cash

I AGREE TO ALL THE TERMS AND CONDITIONS AS SET OUT ON THE ITALIAN VILLA WEBSITE. PLEASE TICK BOX ☐

Signature:

Date:

D	D	M	M	2	0	Y	Y
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Please return to: The Italian Villa, Compton Acres, 164 Canford Cliffs Road, Poole, BH13 7ES or by email info@the-italian-villa.co.uk (if paying by card or BACS transfer)

