



## **Herm Island Wedding Contract** **Terms & Conditions**

This agreement is effective as of (date) \_\_\_\_\_

By and between **Herm Island Ltd** and **the Clients** (name) \_\_\_\_\_

The Clients have requested to host a wedding event on (date) \_\_\_\_\_

With a ceremony at (venue) \_\_\_\_\_ at (time) \_\_\_\_\_  
(insert N/A if ceremony is not taking place in Herm)

With a celebration at (venue) \_\_\_\_\_ from (time) \_\_\_\_\_

This contract is made between Herm Island Ltd and the Clients acting jointly and severally. You may not transfer any of your rights or obligations under this contract to another person without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not affect your rights under these terms.

In these terms, '**venue**' means the appropriate agreed venue on Herm Island, GY1 3HR where your wedding/celebration is agreed to be held, '**wedding/celebration**' also means (where applicable) a civil partnership. '**Wedding/celebration package**' means the services relating to your wedding which we agree to provide to you.

**You, the Client, agree to the following terms and conditions:**

### **Payment Terms**

- a. An initial non-refundable deposit of £1500 is required within 15 days of enquiry to confirm the booking, together with a signed copy of our full terms and conditions.
- b. 50% of the remaining quoted cost is due six months prior to the wedding date.
- c. The final balance of the quoted cost is due six weeks prior to the wedding date based on final agreed numbers stated in the six-week confirmation letter.
- d. Should a reduction in guest numbers occur after final payment has been made, it is not possible to make a refund or to use payment against other services.
- e. If the wedding is booked more than 12 months in advance and RPI increases by more than 5% in a 12-month period, the venue reserves the right to increase the quoted cost by the difference between 5% and the RPI in each 12-month period.

*We strongly recommend wedding cancellation insurance is taken out when the deposit is paid.*

*We appreciate that on occasions someone else (such as a parent) may wish to make payments due to us on your behalf. We are happy to accept such payments, but please note that, unless we agree otherwise with you in writing, you are legally responsible for any payments due to us.*

The function will not proceed unless all payments are made as per the contract.

### **Wedding/Celebration Terms**

- The general content of your wedding/celebration package shall be as set out in your booking quotation, or as otherwise agreed with us in writing. You may finalise certain details of your wedding/celebration package in the period leading up to your wedding, in accordance with these terms (e.g. exact number of guests at the venue).
- It is not Herm's policy to permit corkage or outside catering and all food and beverage must be provided by the venue (except the wedding cake and / or favours, although these can also be quoted for by Herm chefs).
- It is your responsibility to book the Registrar for your wedding and we advise you do this as soon as possible after receiving our confirmation.
- The wedding/celebration package will not include accommodation which will be quoted and handled separately, or transportation to and from Herm.
- Final details, including day and evening guest numbers and any other special requirements must be received six weeks prior to the wedding date.
  - Maximum venue capacity:
    - The White House Hotel Marquee (seated): 260
    - The White House Hotel Marquee (party): 400
    - The Conservatory Restaurant: 100 (dependent on table configuration)
    - Mermaid Tavern Top Deck (seated): 80
    - Mermaid Tavern interior sole use: 120
    - Mermaid Tavern Courtyard sole use (seated): 320
    - Mermaid Tavern whole venue (party): 500
    - The Ship Inn interior & courtyard (excl. bar & garden) (seated):120
- A full guest list for the day and evening, plus a table plan and place cards, must be submitted two weeks prior to the wedding date.
- Please note, we cannot 100% guarantee that menu items are totally allergen free.
- Children must be always accompanied by a responsible adult.
- Only wedding guests staying at The White House Hotel are permitted to use the hotel bar (Monk's Bar) and lounges. All other wedding guests must leave on the last Trident ferry either scheduled sailing or private charter (contracted separately and independent of this contract). Any guests missing the final ferry and without booked accommodation will incur an emergency ferry charter fee of £500 payable at the time or added to the wedding bill.

- The hotel pool is out of bounds for all wedding guests during the wedding and evening.
  - Herm Island Ltd shall not be liable for any items or perishable goods at any time including the wedding cake.
  - We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your wedding. For example, we may refurbish or redecorate the hotel dining areas and lounges or make changes to the location required for the marquee, should ground conditions require it.
  - We will use all reasonable endeavours to ensure that no components of your wedding/celebration are altered. However, as a wedding plan is often created some time before the scheduled date, we reserve the right to make changes to certain components if necessary to comply with safety requirements or other changes in law or relevant codes of practice.
  - We will notify you of any significant changes covered by the above sections, but unless the change is one which is likely to fundamentally alter the nature of your wedding experience, we will not offer a refund, costs or compensation.
  - Only biodegradable confetti or natural types such as bubbles and rose petals may be used at the venue. Rice is not permitted.
  - The use of fireworks or a firework display must be discussed and agreed with the venue and only carried out by a fully insured professional organisation after a site survey and risk assessment. The attendance of the Herm Fire Team will be required at any agreed firework display for which there will be an additional charge. Chinese Lanterns and handheld fireworks are not permitted.
  - Two return trips in a Herm vehicle from the hotel to the chapel or beach, are included within the wedding package. Any further vehicle trips are subject to the availability of a vehicle and driver and will incur a £50 per trip (one way) charge.
  - Access to the marquee will be available from 3pm the day before the ceremony/celebration for dressing, entertainment set up etc. Earlier access may be available and may incur an additional charge.
  - Large amounts of equipment required to be brought to Herm, e.g. chairs or entertainment equipment, may need to be transported by Herm's cargo boat. There may be an additional charge for this.
  - Herm is not responsible for accommodation, meals or refreshments for any external contractors/service providers contracted by the client to provide services throughout the celebration day. These can be arranged separately and in addition to the wedding package.
  - Herm is not liable for external contractors' equipment including (not exhaustive) entertainment, decorators, photography equipment, including drones.
  - Drone photography may only be carried out with permission from Herm Island Ltd and following official safe operating requirements and guidance from Guernsey Ports.
- [Please see here](#)

## **Cancellation Terms**

- a. In the event of cancellation of the function by you, the Client, all payments received by the hotel are non-refundable.
- b. If the hotel is responsible for the cancellation of the function due to unforeseen circumstances that affect the delivery of its services, then all deposits paid to the hotel are fully refundable. Such refunds do not apply where the cancellation is due to the client not making contracted payments.
- c. The hotel reserves the right to cancel any wedding booking that appears likely to affect the reputation of the hotel or associated businesses.

## **Change of Date:**

- Any change of date must be confirmed in writing 12 months prior to the original date booked and deposits will be transferred to the new date.
- A £250 administration fee is chargeable for each change of date.
- Date changes within 12 months of the original booked date will be considered a cancellation with applicable fees as set out below.

Notice of cancellation must be given in writing or by email for confirmed bookings with the following charges applicable:

- 12+ months' notice – loss of initial deposit only
- 6 -12 months' notice – 50% of quoted total balance
- 4 - 6 months' notice – 75% of quoted total balance
- Less than 4 months' notice - 100% of quoted total balance

## **Other Terms**

- *The hotel shall not be liable for any delay or failure in providing its services due to any force majeure or cause beyond its control, including fire, flood, industrial action, adverse weather conditions or similar.*
- *If you are unable to make these dates due to a global pandemic, Herm Island will transfer the booking, subject to availability and within one year of your original arrival date.*
- *The tariff may be adjusted if new dates are in a different season.*
- *There will be no further transfer or refund in the case of any standard travel disruption.*

**Herm Island Ltd strongly advise you take out suitable insurance.**

- The Client is liable and must reimburse the full costs of repairing any damage caused to the property, contents or grounds of the hotel or island by or due to the neglect of any of its guests or sub-contractors.
- The Client warrants to be liable for all costs incurred by the hotel in defending legal or enforcement action resulting from the actions of the Client's guests.

- The hotel reserves the right to eject any persons from the hotel who are considered to adversely affect the business of the hotel, cause disturbance, affect the safety of staff or other guests, participate in any illegal or anti-social activity prior to, during or after the function.
- The hotel reserves the right to search any person within the hotel, its grounds or on the island, if it has reason to suspect that the person is carrying an item that is unlawful to possess.
- Complaint process: Should you feel that any aspect of your wedding/celebration was not to the standard agreed please email the Hotel Manager at [events@herm.com](mailto:events@herm.com).

The terms of this contract shall be subject to Guernsey law, except if the party contracting with Herm is resident in the UK, in which case the contract will be subject to UK law.

This contract and these terms and conditions constitute the entire agreement between the parties and supersede any earlier understandings or agreements, whether written or oral.

<p><b>Clients' Signatures</b>  <i>(usually both bride(s) and/or groom(s) should sign, although this contract may be with relatives e.g. the bride's parents)</i></p> <hr/> <hr/>	<p><b>Print Client Names</b></p> <hr/> <hr/>	<p><b>Date</b></p>
<p><b>Herm Provider Signature</b></p> <hr/>	<p><b>Print Herm Provider Name</b></p> <hr/>	<p><b>Date</b></p>

Version October 2024

## **Wedding Planning Schedule**

### **On Booking**

- Book your church or civil ceremony.
- If you decide on a civil ceremony, book registry office or celebrant.
- If you would like to be married in Herm, please book the chapel, garden, or beach.
- Pay wedding deposit.

### **12 months to go:**

- Book your entertainment
- Discuss power and equipment details with the hotel
- Send out 'save the date' cards to guests and advise them to book overnight accommodation

### **7 months to go:**

- We will send you a letter / email reminder for your 50% payment

### **6 months to go:**

- Pay 50% of your quoted final account

### **3 months to go:**

- Book wedding menu consultation with the chef (min 10 days' notice required)

### **2 months to go:**

- Arrange wedding appointment to discuss final numbers, menus etc

### **7 weeks to go:**

- Attend wedding meeting with us to confirm all details.
- Ceremony time, final numbers (adults & children), menu choices, special dietary requirements.
- PAT test certificate and public liability insurance certificate copies if you have booked your own DJ, band or entertainment. I
- Information of suppliers e.g. florist, decorators, photographer, cake etc.

*After this meeting you will receive a letter / email confirming final breakdown of costs, monies paid and remaining balance.*

### **6 weeks to go:**

- Pay full quoted balance for your wedding

### **2 weeks to go:**

- Send your seating plan and place cards to the hotel

### **1 week to go:**

- Finalise cake, flower delivery and other extras for the day of your wedding.