



MAGDALENE COLLEGE - CAMBRIDGE

Wedding Terms & Conditions 2020

Once you have confirmed a booking with us you are subject to our terms and conditions below:

1. Menu and wine choices, special dietary requirements and other information relating to your booking must be sent to the Conference and Events Office at least four weeks before the date of the wedding.
2. For evening receptions our bar closes strictly at 11.45pm. Unfortunately it is not possible to purchase drinks from the bar using card payments, it is cash only (unless you have arranged for a credit bar in advance).
3. A set menu should be chosen by wedding organiser for their entire group. A choice of menus cannot be provided for the Wedding breakfast except for vegetarian or other special dietary requirements.
4. Final numbers and final details must be confirmed in writing at least five full working days prior to the date of the Wedding.
5. Packages prices listed include – room hire, service, candles, table linen, place cards and menu cards.
6. Package prices have fixed wine quantities. If you exceed these quantities you are welcome to order additional wine, available on a sale or return basis.
7. Wedding extras are not included in the package price. It is also not possible to provide your own catering.
8. All accounts are subject to VAT
9. The College's insurance covers public liability claims where the College is deemed to be liable. The organisation making the booking shall indemnify the College against damage to College property caused by those attending the function.
10. The College shall not be held liable for circumstances beyond its reasonable control that may prevent the College from meeting its obligations in respect of a booking.
11. Smoking is prohibited on College premises with the exception of two designated smoking areas located at the back of Bright's building adjacent to River Court Car Park and besides the Porters Lodge archway.
12. Deposits, Payments & Cancellation fees.
 - 15% deposit + VAT of the estimated cost of the Wedding, based on the numbers and choices given, payable within two weeks of confirming the booking (non refundable in the event of cancellation at any point.)
 - A further 75% + VAT of the estimated cost of the Wedding will be payable 1 month before the Wedding date, (non refundable in the event of cancellation within 30 days of the Wedding date) a separate invoice will be sent in advance of this.
 - A final invoice will be sent after the event; final payment is due within 30 days of the date of the invoice. Please note all deposits to be paid / received in GBP sterling only.
 - Accounts will be based upon the final number, or minimum booking number, whichever is the greater.
13. Only biodegradable confetti is permitted in First and Seconds Courts of College.
14. Live amplified music is not permitted in any area of the College, music for an evening reception such as a Disco or Ceilidh are permitted, however the College require the client to discuss arrangements with them, prior to booking any entertainment.
15. DJs and people supplying of equipment must be able to produce valid PAT testing certificates and public liability forms in order to perform at the evening reception.
16. The College has a strict decibel level for music of 75; Discos or Ceilidhs must adhere to this otherwise the College reserve the right to stop any music that exceeds these levels.
17. Music must finish strictly at 11.45pm with all guests departing by 12 midnight.
18. Drones are not permitted within the College grounds