



# CLAYTON HOTEL





# WHERE EVERY MOMENT MATTERS

At Clayton Hotel Cambridge we believe your wedding day should be designed with the same care and attention that goes into the beautiful bridal dress or tailored groom's suit. Customised specifically to your personality and wishes.

**We would be delighted to discuss your requirements in more detail. Please contact our events team to arrange an appointment.**

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# CONGRATULATIONS ON YOUR BIG DAY!

This is one of the most special times of your life and we look forward to sharing this moment with you.

The management and staff of Clayton Hotel Cambridge congratulate you on your recent engagement and thank you for enquiring about holding your celebrations with us. We are passionate about ensuring your wedding day is a day you will cherish forever and are with you every step of the way along your exciting journey.



# OUR VENUE



## **Garden Suite:**

A unique and versatile space that incorporates some of the charm of bringing the outside in. The room has a magnificent floor-to- ceiling windows across 2 walls which flood the space with natural light. The room transforms into a sophisticated and elegant banqueting suite, perfect for dinner parties, dinner dances, drinks reception, and networking events.



## **Marlowe/Copcot/Porie Suite:**

A truly sophisticated and inviting space for guests. Our first-floor suites feature floor- to- ceiling windows which flood the room with natural daylight. With a state-of-the-art air filtration system your comfort and safety are our top priority. These suites elegantly transform into a versatile and modern private dining room, perfect for the more intimate occasion from 15 to 40 people.



## **The Tamburlaine Restaurant And Bar:**

If you are looking for an option that does not include private dining then our Tamburlaine restaurant would be the choice for you. We are able to reserve our semi-private area which we can decorate to your liking. Our dedicated restaurant and bar staff would be with you throughout the evening to ensure a smooth service.



## **Library:**

Our Library are offers a charming and sophisticated setting for such an event, creating an atmosphere of elegance and intimacy that will be remembered by you and your guests for years to come. An enchanting blend of charm and sophistication, making it an elegant choice for hosting a canapé and drinks reception to warmly welcome guests.

# ADDITIONAL SERVICES

## **Music & Entertainment:**

Depending on your event we would be happy to arrange entertainment for you with a DJ or live band.

## **Getting Here:**

The Clayton hotel is located only a 2-minute walk from the station. There is no car parking on site however the station car park is only 2 minutes away from the hotel. Spaces for blue badge holders are available outside the hotel at no additional charges.

## **Suppliers:**

We work with a number of suppliers to ensure that your special day looks the way you envisioned it, from wedding chair covers, to flower arrangements and balloons. Please let our Events team know what you would require and they would be happy to assist you with the arrangements.

## **Catering:**

With seated-meal and buffet-meal dining options, and an in-house caterer and alcohol license, we will take of everything with a professional and organised approach with excellent attention to detail, to ensure the food and drink flows all night long. Our dedicated Chef's are happy to accommodate your requests and would be happy to meet you personally to create a bespoke menu.

Our amazing bar staff are there to serve you and can create a signature cocktail to tie into the theme for your wedding, they would also be able to sit down with you to create a customised drinks menu for you and your guests to enjoy throughout the day.









# WEDDING PACKAGES

## I DO

- Minimum numbers of 30
- Exclusive use of a private dining room
- Prosecco Reception
- 3 Course Wedding Breakfast
- Iced Water
- Master of Ceremonies

## I REALLY DO

- Minimum numbers of 50
- Exclusive use of our Garden Suite
- Private Library Space
- Prosecco Reception
- 3 Course Wedding Breakfast
- Tea & Coffee Petit Fours
- Still and Sparkling Water
- Prosecco for Toast Master of Ceremonies
- Wedding Tasting
- Overnight Accommodation in a Deluxe room

## I DEFINITELY DO

- Minimum numbers of 50
- Exclusive use of our Garden Suite
- Private Library Space
- Champagne & Canapes (3 Canapes) Reception
- 4 Course Wedding Breakfast
- 1/2 Bottle of Wine
- Tea & Coffee Petit Fours
- Still and Sparkling Water
- Prosecco for Toast Master of Ceremonies
- Wedding Tasting
- Overnight Accommodation in our Suite
- Anniversary Stay

# TERMS & CONDITIONS

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## Confirmation of Booking

Your wedding will only be considered as confirmed when a signed copy of the contract is received along with payment of the appropriate deposit if requested. Please return your signed contract within two weeks of date of issue. Until received, your booking is only considered as provisional.

## Payment

For all weddings, the following payment schedule is required unless agreed otherwise as per the billing instruction on the above pages:

A non-refundable deposit of 20% of the anticipated value paid at the time of signing the contract.

50% of the remaining balance is due 2 months prior to the date of your wedding.

The remaining payment is due 2 weeks prior to the date of your wedding.

All deposits are non-refundable.

Any additional food or beverage charges incurred during your stay with us will need to be settled on departure from the hotel.

Unless otherwise stated, the hotel assumes that all guests are responsible for settling their own additional charges.

## Cancellation

In the event of a function or conference booking being cancelled the following charges will apply:

Period of Notice	Cancellation charge as % of confirmed value
From date of signing contract to 12 months prior	20%
Between 9 – 12 months	40%
Between 3 – 6 months	60%
Between 1 – 3 months	75%
Less than 28 days	100%

Any deposit paid will be used against a cancellation charge if it is made.

## Agreement Details

Minimum chargeable numbers will apply to your event.

This is based on your day and evening guests and is based on 10% less than your contracted numbers.

Any cancellations in excess of the minimum chargeable numbers are chargeable in full. For catering purposes, the hotel asks you to confirm all final catering arrangements at least 3 weeks prior to the date of your event where the final invoice will be raised. Any reduction in numbers up to 2 weeks prior to your wedding date are chargeable in full unless otherwise stated in the above.

All amendments to numbers should be made in writing to the hotel.

## Accommodation Guidelines

The hotel is able to look at a percentage of discounted rooms for your wedding party if required. Please speak to your wedding co-ordinator in order to obtain the best available rate and booking instructions. Any reservations made through third party websites are not counted towards these discounted rates.

Your co-ordinator will advise of your release dates for any held accommodation which will relate to the number of rooms held and a certain time frame prior to your event. Guests are able to make their own reservations and pay their own accounts on departure. All reservations will be required to provide the hotel with a contact telephone number, email address, postal address and valid credit or debit card details to secure the booking.

## Additional Charge

The client/customer agrees to pay the hotel for any food, beverage or other services not provided for in this contract and confirmation but made available upon request of the client/customer or one of its representatives, unless the hotel has received specific instruction in writing that such services are provided on the basis of direct cash settlement by the guest or attendee.

## Food and Beverage

Only food that has been prepared by the company may be consumed on the premises with the exception of a wedding or other celebratory cake – in this instance, the client must complete and sign a liability waiver form. A liability waiver form will also need to be completed and signed if the client or guests want to take any food, including a wedding or other celebratory cake off the premises.

No beverages (alcoholic and non-alcoholic) may be brought on to the premises or consumed on the premises by the client or the client's guests. Exceptions can be made, however only with explicit written permission from the company. Where written permission is granted, the company reserves the right to make a charge for the service of such beverages

## Displays / Materials

Any signage in the hotel should be of professional manner and is to be approved with the hotel in advance of arrival. Any displays, exhibits or products delivered to the hotel are the responsibility of the client. The hotel takes no responsibility for any damage or loss of such displays or products. Any such displays, exhibits or products are to be removed from the meeting rooms at the end of each day unless 24 hour hold has been pre-arranged. Any such displays, exhibits or products are to be removed from the hotel directly upon conclusion of the event, at client's expense.

Any meeting materials to be delivered to the hotel in advance of the meeting are to be clearly labelled FAO of your event organizer with clear details of the event name and date and should be delivered to the hotel no sooner than 2 business days before the event.

Any such materials left over after the event are client's responsibility and are to be collected or disposed of, at client's expense, within 2 business days after the event. Any materials delivered to the hotel are the responsibility of the client, the hotel takes no responsibility for any damage or loss of such materials.

### **Damage**

The client is responsible for any damage caused to the allocated rooms or furnishings, utensils, equipment therein or to the company generally by any act, default or neglect of the client, subcontractor, employee or guests of the client and shall pay to the company on demand the amount required to make good or remedy such damage

### **Insurance**

The hotel is not able to accept liability for loss or damage to property owned by or in possession of the client/customer whilst that property is on the hotel premises. The client/customer is advised to arrange appropriate insurance cover at all times.

### **Liability**

The hotel accepts no responsibility for death, bodily injury or disease arising from any cause whatsoever to persons attending/visiting the premises, except for the legal liability arising due to the negligence of the hotel, its servants, employees or representatives.

The client/customer hereby undertakes to indemnify the hotel from any damage to the premises or property whether owned or not by the hotel or caused by the actions or activities of any person(s) attending or visiting a function, staying at the hotel or guest of anyone using the hotel under this contract. The client/customer shall ensure that the attendees and guests of the client/customer observe a high standard of behaviour at all times and the hotel reserves the right to expel or remove any attendee or guest behaving in a manner which it regards as its own discretion, as detrimental to the standing of the hotel or likely to cause inconvenience or annoyance to any other hotel guest or user. In the event of such actions by the hotel, the hotel shall not be obliged to pay compensation or make any refunds to the client/customer.

The hotel shall not be liable for any breach of this contract because of strikes, labour disputes, accidents or other causes beyond its control. In such an event the hotel shall

offer alternative accommodation and facilities, if these are available, failing which the hotel will cancel the contract and refund any deposits already paid. The hotel's obligations to the client/customer will be limited to the refund of any deposits held.

### **COVID-19**

Both the hotel and the client acknowledge the ongoing Covid-19 pandemic in the UK and accept their obligation to comply with any official guidance from UK Government. Both parties agree to communicate without any delay any issues they may have in performing their obligations under this agreement. The client acknowledges that Covid-19 may require us to take one or more of the following measures for the safety of delegates attending the event to which this booking relates:- Impose maximum delegate numbers- Limit food or drink availability - Impose specific requirements regarding personal protective equipment such as wearing of masks - limit any planned entertainment for your event - restrict the number of overnight stays - designate alternative entry and exit routes.

Should the hotel be obliged due to specific government restrictions, to close our venue for such reasons as a local or national lockdown, we may offer you an alternative date for the event. Should a date not be agreed, the hotel will treat this as a cancellation related to Covid-19 and offer any deposit already paid for a further event when a new date can be agreed.

Refunds may be available at the discretion of the hotel.

### **VAT**

All rates quoted above are inclusive of VAT at 20%, should the VAT rate change, rates will be adjusted for future bookings.



# WEDDING CHECKLIST

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## GETTING STARTED

- Tell relatives and friends you're engaged
- Open a wedding bank account
- Select bridesmaids, best man and ushers
- Compose a guest list



## 12 - 6 MONTHS BEFORE THE BIG DAY

- Visit the priest or minister and set the date
- Book your reception venue. Contact our wedding co-ordinator for available dates
- Determine a budget
- Book your DJ and musician for the reception
- Choose professional photographer/videographer and wedding cars
- Order your stationery
- Shop for wedding gown:  
Several fittings will be required
- Obtain floral & music estimates;  
book services if possible
- Pick a honeymoon destination –  
don't forget to book the time off from work
- Order dresses for bridesmaids
- Organise wedding insurance



## 5 MONTHS BEFORE THE BIG DAY

- Confirm arrangements with your priest and discuss the service, readings and music with him/her if you are having a religious ceremony
- Finalise guest lists
- Choose and purchase your wedding rings
- Choose florist
- Groom to organise suits for himself and best man
- Make honeymoon reservations
- Order your wedding cake
- Confirm delivery of bridal gown
- Reserve accommodation for guests who need it - ask our wedding co-ordinator about special rates for your guests
- Go over details of reception with wedding co-ordinator



## 2 MONTHS BEFORE THE BIG DAY

- Inform priest of all the details of your ceremony
- Fine tune guest list and send out invitations, including gift list info
- Finalise honeymoon plans, check passports are up to date and book travel insurance
- Organise vaccinations and visas
- Discuss hair and make up with your hairdresser/make-up artist
- Buy a guest book
- Select wedding party gifts
- Final gown fitting