



**WEDDINGS
HONEYMOONS**
and Special Occasions

**MUTHU
WESTCLIFF**
BOUTIQUE HOTEL

SOUTHEND-ON-SEA - UK

MGM
MUTHU HOTELS

Available all Year round

ROOM HIRE CHARGES

Windsor Suite

	2019	2020	2021
May to October	£675.00	£825.00	£975.00
November to April	£475.00	£725.00	£774.00
Evening Rate	£475.00	£725.00	£774.00

Minimum numbers sit down meal 80 maximum 150 | Evening Buffet Guests 225

Savoy Suite

Wedding Ceremony only	£500.00	£750.00	£900.00
With Wedding Breakfast (Min 30)	£400.00	£650.00	£900.00
January to December	£500.00	£750.00	£800.00
Evening 7.00 pm to 11.30 pm	£400.00	£650.00	£700.00

Minimum numbers sit down meal 30 maximum 50 | Evening Buffet Guests 100 | Music license in Savoy Suite is until 11.00 p.m. Bar 11.30 p.m.

**To qualify for a Complimentary Bridal suite - Minimum number of 30 guests having a three course meal or food spend of £27.00 per person.*

PACKAGE PRICES

Standard Wedding Package Includes Chair Covers and Sashes.

3 Course Meal with Coffee, Reception Drink of Buck Fizz, Pimms, Fruit Punch.

2 Glasses of Red or White House Wine, Bubbly for the Toast.

Pearl package	£52.00	£56.00	£61.00
Crystal package	£53.00	£57.00	£62.00
Diamond package	£55.00	£59.00	£64.00
Tapas Menu	£48.00	£52.00	£56.00

FINGER BUFFETS & EXTRAS

Finger Buffet	£18.00	£19.00	£20.00
Cold Meat Buffet	£22.00	£24.00	£26.00

VINTAGE PACKAGE PRICES

Standard package Silk includes Glass of Pimms, Afternoon Tea, Bubbly for the toast, Vintage Bone China, Chair covers & Sashes.

Vintage Afternoon Tea Silk	£40.00	£44.00	£48.00
Vintage Afternoon Tea Satin	£47.00	£52.00	£56.00
Vintage Afternoon Tea Lace	£50.00	£54.00	£58.00

Tea Rooms - Small Wedding

Room hire

January to December	£10 pp	£15 pp	£18 pp
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TERMS AND CONDITIONS FOR EVENTS

1. Definitions

Once a provisional booking has been made this date will be held for up to 14 days. If confirmation is not received by this date the booking may be automatically released and the date offered for resale.

2. Confirmed Booking

To confirm your booking at the Westcliff Hotel we will require verbal or written confirmation and a non-refundable deposit of \$500. A contract will be sent to you which requires signing and returning to the Event Coordinator. A basic itinerary will be sent out details to be updated as and when applicable. Meeting set for 4 months and 6 weeks before wedding date to confirm numbers and menu details.

3. Payment

3 months prior to the event, 50% off the final balance is due. 28 days prior to the event the full balance and final numbers for the event are due. Number can be adjust up to 2 weeks before the event without penalties. All prices shown includes VAT at the current rate. Should VAT rate increase, the prices will vary accordingly.

4. Cancellation

By the customer - Cancellations are required in writing. In the event of a cancellation we regret that all monies paid are non-refundable. Cancellations received less than 6 months prior to the event date 50% of the contracted amount due.

By the Hotel - The hotel may cancel the booking at any time and without obligation to you in any of the following circumstances. If the hotel or any part of it is closed due to fire, alterations or re-decoration by order of the public authority or through any reason beyond the hotels control. If you become bankrupt or insolvent or enter into liquidation or have an administrative receiver or receiver appointed over all or a substantial part of your assets. If you assets are more than 30 days in arrears with payment to the hotel or company. If the event may in the hotel manger's reasonable opinion prejudice the reputations of the hotel.

5. General

- a. Minimum numbers apply for all our functions suites. If your final numbers fall short of these a supplement room hire charge will apply. The hotel reserves the right to change a designated room after the appropriate consultation with the client is the agreed minimum numbers are not to attend the event. This does not affect the minimum charge.
- b. We require that a minimum of 75% of your guests are catered for evening buffet.
- c. There is a possibility that other events will be taking places in the hotel at the same time as your function.
- d. For civil ceremonies the bride party are responsible for the booking of the registrar and all the legal requirements.
- e. Any additional items booked via third party will appear on the event agreement information only and are not the responsibility of the hotel.
- f. Any items left after the function must be collected and removed from the hotel within 24 hours of the end of the event, unless prior agreements have been made, and are not the responsibility of the hotel or its staff.
- g. Any outside contractors employed by you must report to the duty manager at the hotel and sign the hotels standards contact indemnity form. These forms must be completed and returned to your wedding coordinator at least 14 days prior to the event. The hotel reserves the right to refuse access to any contractor who has not supplied the necessary documents.

Full set of terms and conditions upon booking

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