

How to Book

Initial Enquiry

Contact TyGlyn for a show around and copy of the wedding brochure. Ensure you read the terms and conditions carefully, and that you are happy before placing any deposits. The hotel will hold a provisional booking for 14 days.

Confirming your booking

A non-refundable deposit of £500 will be required to confirm your booking along with a signed TyGlyn terms and conditions form.

6 months prior to your wedding

50% of the total estimated cost will be required at this stage.

2 weeks prior to your wedding

Final numbers required along with full payment for all aspects of the day.

1 week prior to your wedding

Submit your table plan.

Day before your wedding

Deliver all items for the tables, favours, place names, etc and suitcases for the bride and groom.

Day after your wedding

Settlement of any additional costs incurred on your wedding day.

Terms and Conditions

All dates are considered provisional until a deposit has been received. TyGlyn reserves the right to automatically release any unconfirmed bookings held after the 14 days, although we would endeavour to contact you prior to this action.

All deposits, pre-payments and payments are non-refundable. We strongly recommend you have insurance to cover for the wedding reception.

Numbers and table configurations depend entirely upon the format of the day. The maximum number that can be accommodated for a wedding breakfast is 160, and for the evening a total of 240 (please be aware that there will not be seating available for 240 guests).

Smaller weddings that are not taking an All Inclusive Package are asked to be aware that whilst weddings are taking place TyGlyn's regular diners will be using the restaurant, bar and bedroom facilities. We would ask your wedding party to respect the need to maintain a restaurant business during the course of your event. Vice versa TyGlyn will ensure other guests respect and are aware of your wedding event.

If your booking is accepted by TyGlyn on the basis that a minimum number of people attend the event the amount payable will be calculated on such numbers or on the numbers actually attending, whichever is greater.

All guests must be accounted for within the cost of either the All Inclusive Packages, Extra Guests or within the A La Carte options.

All Inclusive Packages are based on minimum numbers of 60 for the wedding breakfast and a minimum total of 80 guests in the evening. Smaller wedding parties wishing to have an All Inclusive Package will still be charged these minimum costs with no extras, refunds or replacements being made as an alternative. Smaller wedding parties or those not wishing to take an All Inclusive Package can book from the A La Carte section of the brochure.

Menu pre-orders will not be required for guests taking one of the All Inclusive Packages. It will be the responsibility of the wedding party to provide pre-orders for starters, main courses and desserts if you are having more than one option on the A La Carte section of the brochure. These must be provided to TyGlyn at least 2 weeks prior to your event.

TyGlyn are able to provide alternative dishes for vegetarians, vegans or those with dietary requirements. To ensure this is possible TyGlyn would need to be informed at least 2 weeks prior to your event, and their location being made known on the table plan given to TyGlyn.

Children that are included within the minimum numbers of the All Inclusive Packages will be charged the full amount. If they are extra guests or if meals are taken from the A La Carte they will be charged 75% of the adult cost. Children are deemed to be between 2 and 12 years of age, and will receive smaller portions than adult.

All children's meals and any infants (not eating) must be notified on the table plan. TyGlyn has 2 highchairs available - booking of these is vital.

Tables will be clothed using white linen tablecloths. White paper serviettes will be used on all events, unless white linen napkins have been hired from TyGlyn or are included in your package.

Silver cake stand and knife are hired from TyGlyn (or included within your package) and can only be used for your day. Cost of replacement will be made to you if damaged or lost.

If you have booked a guest book from TyGlyn or it is included in your package it will be available to you on the day of your wedding. This will be yours to keep and take away as a keepsake.

Post boxes hired from TyGlyn (or included within your package) can only be used for your day. Cost of replacement will be made to you if damaged or lost.

Sparkling table centres that are included within the Crystal Package will include clear crystals, tea light holders and candles and a single flower head floating in a glass bowl. You may request a colour of flower, but all are dependant on availability and cost from supplier. If no agreement has been reached or no request made a white flower will be supplied.

Vases may be hired from TyGlyn (or included within your package) and can only be used for your day. Cost of replacement will be made to you if damaged or lost.

White chair covers can be hired from TyGlyn and can only be used for your day. Cost of replacement will be made to you if damaged or lost. You will have a choice of either a silver, white or black ribbon. Other ribbon colours are available at an extra cost. Hire charge includes placing of chair covers on and off the chairs.

TyGlyn can arrange a plain 3-tier wedding cake with ivory icing. The cost is for either 2 lower tiers of fruit and 1 sponge or 3 tiers of fruitcake. Fruitcake requires 3 months maturation and therefore needs to be pre-ordered. After being pre-ordered it will be charged for in full even if cancelled at a later date. You may request a colour of ribbon, but all are dependant on availability and cost from supplier. If no agreement has been reached or no request made a white ribbon will be supplied.

All entertainment must end at the pre-arranged time.

Due to alcohol licensing all serving of alcohol will end at 1am. This is non-negotiable. No wine, beer or spirits may be brought into TyGlyn by customers or guests without prior agreement.

TyGlyn reserves the right to cancel any bookings forthwith and without any liability on its part in the event of any damage or destruction of TyGlyn by fire or other cause beyond the control of TyGlyn, which shall prevent it from performing its obligations in connection with any booking. In respect to this event we recommend you take out event insurance.

TyGlyn can accept no responsibility for the property of the customers or guests while at TyGlyn.

Notice of fireworks must be given in advance by TyGlyn to the police, fire brigade and local residents of TyGlyn. Therefore firework displays are only permitted by prior agreement with TyGlyn's nominated firework company.

All bedrooms are available from 3pm; we cannot guarantee your rooms will be ready before this time. We do recommend booking the room for the night before if you require it early the next day. All bedrooms must be vacated by 11am on the day of departure, unless previously agreed in advance.

Breakfast following your wedding day will only be served to resident guests, unless pre-booked prior to the event when charges will be made.

The organiser of the wedding will be held responsible for any damage sustained to TyGlyn property by themselves or their guests and shall pay to TyGlyn on demand the amount to make good or remedy any such damage.

TyGlyn reserves the right to ask any customer or their guests to leave if they act in an unreasonable manner.

In the unfortunate event of you cancelling your confirmed booking the following charges will apply: -

- ❖ Before 6 months of your wedding day – Loss of your £500 deposit
- ❖ Within 6 months of your wedding day – 50% of the total estimated cost
- ❖ Within 3 months of your wedding day – 75% of the total estimated cost
- ❖ Within 4 weeks of your wedding day – 100% of the total estimated cost

VAT will be charged at the rate prevailing at the time the function takes place. VAT is included in all rates quoted. Prices are correct at the time of printing and TyGlyn reserves the right to alter prices without prior notice according to market fluctuations.

The decision of the Management of TyGlyn will be final and binding in the respect of all these terms and conditions.

To confirm your booking please sign and date below that you have read and understood the terms and conditions set-out above: -

Signed _____ **Print Name** _____

Date signed _____ **Date of Event** _____

TyGlyn is supportive of the local community of Ciliau Aeron and its surroundings, and all would like to keep the village and the surrounding countryside as clean and natural as possible. We would ask that all parties respect the wishes of TyGlyn and local residents and limit their impact on the environment, which includes disposing of rubbish responsibly and not graffiti the roads, signs and public rights of way.