

# Wedding Event Booking

## Standard Terms & Conditions for Weddings at Calthwaite Hall

### 1.0 Bookings

1.1 The parts of the Hall and Gardens available to use, the duration of the use, and any goods or services that are included within the package will be agreed in writing at the time of booking.

1.2 Bookings shall only be deemed accepted by Calthwaite Hall when the booking fee payment has been received and acceptance of these Terms & Conditions agreed by signing the Booking Form.

### 2.0 Price

2.1 The fee for the event at the Hall will be agreed in advance. The client must note any additional fees likely to be invoiced after the hire period such as excessive damage, lost keys.

2.2 Written estimates of charges for additional services will be given.

### 3.0 Terms of Payment

3.1 A non-refundable booking fee of £1000.00 is required to secure the booking.

3.2 The balance is payable 1 month before the event. Invoices will be issued for each and be payable within 14 days of date of invoice.

3.3 Additional services will be invoiced immediately after the event with payment due within 14 days of date of invoice.

3.4 If the hirer fails to pay invoices by the due date Calthwaite Hall shall be entitled to charge interest at the rate of 3% per month on the amount unpaid until full payment is made.

### 4.0 Numbers Attending

4.1 In order to comply with fire regulations Calthwaite Hall must be informed in writing of the number of people attending a function 14 days before the event.

4.2 Calthwaite Hall reserves the right to limit the numbers attending, where appropriate, for Health & Safety reasons.

### 5.0 Cancellation

Cancellation by the hirer will incur the following charges:-

5.1 Cancellation between six calendar months and three calendar months of the event = 50% of the total event invoice (including the deposit).

5.2 Cancellation between three calendar months and one calendar month = 75% of the event invoice (including the deposit).

5.3 Cancellation less than one calendar month prior to the event = 100% of the event invoice (including the deposit).

If the client fails to perform or observe any obligation under this Agreement and such failure is in Calthwaite Hall's opinion not capable of being remedied, or if the client fails to remedy any other breach of its obligations under this Agreement Calthwaite Hall shall be entitled to terminate this Agreement immediately and eject the Hirer and any persons invited or allowed onto the Hall/Grounds by the client.

Neither does Calthwaite Hall accept any liability for the temporary closure of any of the facilities at the Hall/Grounds including but not limited to closure required for maintenance work. The aggregate liability of Calthwaite Hall to the client shall not exceed the amount paid by the client to Calthwaite Hall under this Agreement.

## **6.0 The Client's Use of Calthwaite Hall & Grounds**

The client and persons attending the event shall:

6.1 Obtain and comply with all licences, certificates, statutory or otherwise and other regulations relating to the event. The venue has a Civil Ceremony License which allows up to 250 guests. The venues Premises License is for the selling of alcohol and provision of entertainment. (Drinks service to end by 12am)

6.2 Not act in improper or disorderly manner, leave promptly at the appropriate time and obey any reasonable request by Calthwaite Hall; The Client will not cause or permit any nuisance, annoyance or disturbance to owners or occupiers of the Hall/Grounds or of any adjoining or neighbouring property.

6.3 Not carry out any electrical or other works including amplification and lighting without Calthwaite Hall's prior consent.

6.4 Not bring any dangerous or hazardous items onto the property and remove any items promptly when requested by Calthwaite Hall.

6.5 Not employ companies providing ancillary services (such as florists, equipment hire, photographers) without informing Calthwaite Hall. Those nominated services must perform a site visit before the event and adhere to these terms and conditions plus a Supplier Agreement if deemed necessary by the Hall. A list of nominated or recommended suppliers is available. Each external supplier must bring with them copies of any relevant certificates and risk assessments.

6.6 Not consume drink on the premises not supplied by Calthwaite Hall or its authorised caterers (caterers who have not worked on the site before must allow time for a site tour at least three months before the event and coordinate disposal of any rubbish post event). Selected caterers must hold the relevant food hygiene and safety certificates.

6.7 Not permanently fix material of any kind to any floors, walls or ceilings.

6.8 No candles are to be used within the Hall or surrounding gardens without permission (some locations could be a hazard or damage the venue). Clients to ensure authorised candles are placed in containers and away from plants to stop damage such as dripping wax or burning.

6.9 Parking arrangements must be agreed in advance. Overnight parking is permitted, but only in the designated Car Parking areas and with Calthwaite Hall's prior consent. It is the client's responsibility to safe guard possible intruders during the hire time.

6.10 Undertake whatever steps may be necessary to prevent access to unauthorised areas and to prevent undue litter, nuisance or damage.

6.11 The client shall be responsible for repairing any damage to the grounds and buildings caused during the hire period including set up and break down periods.

**6.12 The client will clear all litter, rubbish and items brought to the event, leaving the site as found. If the venue deem the site unacceptable once the clients have left, there will be a £200 charge.**

6.13 Sky lanterns are not permitted when using the Hall / Grounds.

6.14 All keys and borrowed items to be returned at the end of the hire period. Charges will be invoiced for lost items. The client is responsible for all areas they are granted access to.

6.15 The client must pay the kitchen hire fee of £1200.00 one month before the wedding date and assumes all responsibility for any damages. Quotes will be provided for repair to damaged items and any reimbursement to the client is between the client and the external caterer. A cleaning charge of £200.00 will apply if the kitchen is deemed to be in an unacceptable state of cleanliness.

## **7.0 General**

7.1 Delivery of goods before the hire period may be possible, but clients must contact Calthwaite Hall in advance.

7.2 All the client's goods must be removed from site as set out below:

7.2.1 All food, rubbish and personal possessions immediately when the hire finishes.

7.2.2 All drink, floral decorations and equipment by 12noon the afternoon after the event.

7.3 The client shall indemnify Calthwaite Hall against any claims in respect of any damage or injury caused to the client and the client's guests and property.

7.4 Either party may immediately terminate the contract by written notice if the other becomes insolvent or is deemed to be insolvent within the meaning of Section 123 of the Insolvency Act 1986.

7.5 The agreement shall be subject to English law.

**If you agree to these terms and conditions, please sign the appropriate box on the booking form.**