

*the*  
BARN

The Wedding

of

xxxxxxx and xxxxxxx

on

xxxday xx<sup>th</sup> xxxx xxxx

**WEDDING BOOKING TERMS AND CONDITIONS**

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The Wedding of xxxxxxx and xxxxxxx on xxxxxxx

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## CONDITIONS

Please read these conditions carefully. It contains information about your obligations. We strongly recommend that you arrange your own insurance against any eventuality. The insurance will normally cover you against cancellations, deposits paid and your general liability as organisers.

We regret that we cannot be responsible for any items left or stolen.

Please note that we are unable to keep any items such as wedding presents at the Barn. Wedding presents are of high value so please ensure that all presents and any personal items are not left behind at the Barn as we cannot be held responsible.

The cars are parked in our car park at the owner's risk. Please do not leave valuables in the car.

The Barn is a very special building and we regret that no confetti is allowed. It is almost impossible to remove it by vacuuming.

We are implementing a policy of responsible drinking and we reserve our right to refuse serving excess amount of alcohol. We do not serve alcohol to under aged persons.

We would like to bring to your attention that our insurance does not cover any liability occurred by other third parties which you may engage to provide a service to your Wedding. This is such persons or firms whom you may employ for the flower arrangements, decorations, DJs, master of ceremony and others. Any incident or damage to themselves or any of your guests falls to your responsibility. As organisers you are responsible for your guests and will be charged for any damage to the Barn building the furniture, contents and fittings.

Kindly note that the following items are not allowed to be brought into the Barn, confetti, any type of food or consumables including sweet carts and edible favours, any form of drinks, any form of decoration other than fresh flowers, any form of gambling equipment, any type of balloons. In deciding the numbers of your guests to be invited to your Wedding is very advisable to reserve the minimum number expected as you will be charged and expected to pay this as the minimum cost. You can always increase the number of guests at a later stage and nearer the date. **The number of guests can only be increased and never reduced at all stages.** Please do not increase the numbers unless you are absolutely sure of the acceptances. Please note that your Wedding date is part of our planning from the date booked and we are allocating staff numbers as long as a year in advance and we incur costs in ordering provisions based on the size of your Wedding. Your Wedding date is fixed and cannot be altered or postponed at any time and any moneys paid or due to be paid is non refundable or transferable.

"Exclusive use" of the Barn is defined as the use of the Main building of the Barn, the main Dining area and the Bar area. If you booked the Barn for "Exclusive use" you reserved the Main Dining area and the Bar area. We undertake not to serve meals at the main Barn or drinks at the Bar area to no other than your invited guests during your Wedding. When you reserved the Barn for "Exclusive use" we undertake to close off the Galleria area upstairs. The Galleria will not be used during your Wedding thus offering you the "Exclusive use" of the Barn. The Manager's Office on the ground level, the Toilets, the corridors, the Link part by the sliding doors, the Court yard, the Colony Room, the Dealing Room, the Car park and the Drive way, are not part of the "Exclusive use". Please take care and enjoy your very special day at the Barn.

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## **INFORMATION AND CONDITIONS FOR SERVICE PROVIDERS FOR YOUR WEDDING**

### **Flowers**

All flower decorations must be removed before 9:30am the next morning on weekdays and by 8.30am on weekends. We do not have any extra space to keep the flowers, vases and any other form of decoration on the premises. Please strictly observe this condition as the Barn must be thoroughly cleaned and set for the next service which may start with brunch at 10:00am. We regret that any items not cleared by these times will be disposed of.

### **Wedding Cake**

Your Wedding Cake is an important part of your Wedding day. Our experience demand that you take extreme care and bring to the attention of the makers that the design and ingredients can alter with temperatures and time remaining on the stand. The construction and the decoration may make it extremely difficult to cut and present each piece to be served on the plate to your guests. The maker of the cake may be required to cut the cake in the number of pieces to be served. The way the cake is constructed and the ingredients inside the outer decoration is only known to the maker. Please take care so your cake is presented nicely and as neatly as possible to your guests.

Kindly delegate to a named person the responsibility to take the Wedding Cake at the end of your Wedding day. The Barn is a commercial licensed premise observing strict statutory hygiene regulations. The Wedding Cake is classified as food prepared elsewhere brought into the premises by you for immediate consumption and on the day. Please note that under no circumstance the cake is allowed to stay overnight as it will become part of our stock. Under strict food hygiene rules our stock can only be food prepared in our commercial kitchen on the premises and must carry the date of preparation. We regret that any part of the Wedding Cake not removed by the end of the Wedding will be disposed of.

### **Parking for service providers**

The prime car parking position is for the Bride and Bride Groom and their guests. Please ensure that no service provider vehicles are parked on the drive way or block the entrance to the Barn. If your service provider needs to park a service vehicle please ask them to do so by using the space at the bottom of the car park.

Your dealings with third parties are solely between you and the applicable third party.

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The Wedding of xxxxxxxx and xxxxxxxx on xxxxxxxx

## COST OF YOUR WEDDING

The costs can only increase from this point dependent on your final food and drink choices, and the final number of guests attending the day. As increases are made to the food and drink choices and number of guests, we will update your payment plans to reflect these.

Costs are based on access for preparations from **xx.xxam**, first arrival from **xx.xxpm**, with a minimum of **xx** adult day guests at **£xx.xx** and overall revenue of **£xxxx.xx** excluding additional bar spend.

<b>Service</b>	<b>Number of</b>	<b>Service Cost</b>	<b>Total Cost</b>
Ceremony	0	£10.00	£0.00
Access From 10.00am			
Guests Arrive To Barn From 1.00pm			
Ceremony to start at 2pm			
<b>Wedding Breakfast at 4.00pm</b>			
<b>Day Guests</b>	40	£0.00	£0.00
<b>Service require:</b>			
3 Canapes	40		
One Prosecco or Pimms Reception Drink	40		
Four course Wedding Menu	40		
Half a bottle of wine per person	40		
One Prosecco Toast Drink	40		
Served Finger Food	40		
<b>Included:</b> Still and Sparkling Water			
Tea and Coffee with chocolates			
<b>Childrens Meals</b>	<b>0</b>	£0.00	£0.00
<b>Evening Guests (additional)</b>	<b>0</b>		
<b>Service require:</b>			
Evening Served Finger Food	0	£0.00	£0.00
<b>Evening guest arrive from 7.30pm depart at 1.00am</b>			
Total exc. VAT			£0.00
VAT (20%)			£0.00
Total inc VAT			£0.00

**Please note: any change to the VAT rate prior to your wedding will be applied to the outstanding net amount with immediate effect.**

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The Wedding of xxxxxxxx and xxxxxxxx on xxxxxxxx

## SCHEDULE OF PAYMENTS

**All Payments are non-refundable, non- transferrable and are due for payment on the following stated dates.**

**Initial Deposit:** The wedding date will be held for 7 days on payment of a **£100** non-refundable and non-transferrable deposit. In this time you must return the signed terms and conditions for your wedding at The Barn.

**First Payment:** 25% of the total is due as a non-refundable and non-transferrable payment within 28 days from the signing of your terms and conditions.

**Second Payment:** 50% of the total cost is due as a non-refundable and non-transferrable payment within 180 days from the signing of your terms and conditions.

**Third Payment:** 75% of the total cost is due as a non-refundable and non-transferrable payment at least 90 days prior to the wedding day

**Final Payment:** The final balance is due as a non refundable and non-transferable at least 28 days prior to the wedding

**Please note: any change to the VAT rate prior to your wedding will be applied to the outstanding net amount with immediate effect.**

### Payment Schedule

£0.00 paid on xxth xxx xxxxxxxx

£0.00 due within 28 days of the signed terms and conditions

£0.00 due within 180 days of the signed terms and conditions

£0.00 due no later than 90 days prior to your Wedding date

£0.00 due no later than 28 days prior to your Wedding date

£0.00 Total paid to date

£0.00 Total outstanding

Total on completion of final payment

£0.00

All deposits towards your special day are non-refundable and non-transferable once paid

We would kindly ask you to observe the above dates of payments which are important to us as The Barn is reserved exclusively for your Wedding Day.

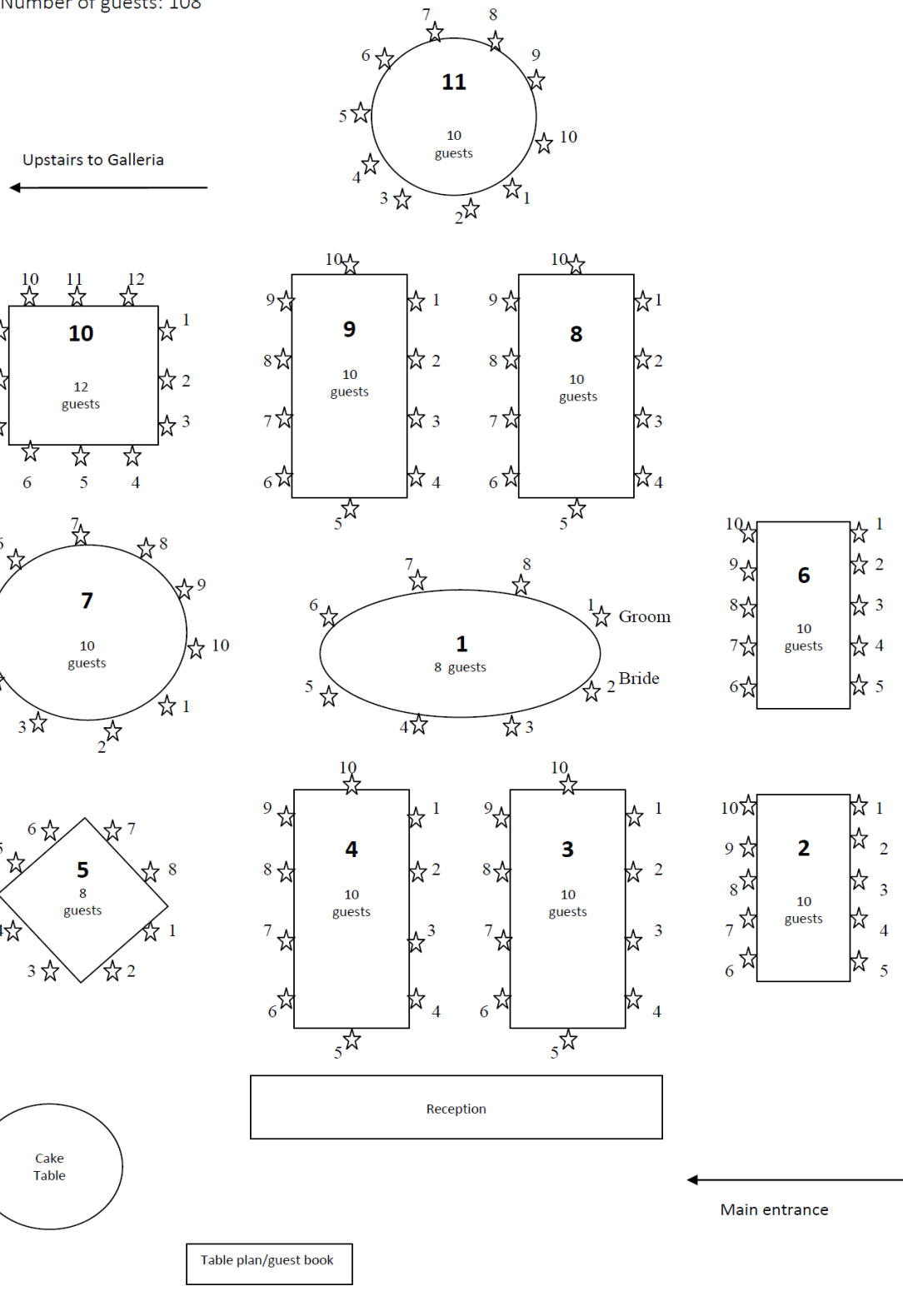
Meeting these payments forms part of our agreement in planning for the wedding day and non payment may be deemed in breach of this agreement.

Initials: \_\_\_\_\_ and \_\_\_\_\_

The Wedding of xxxxxxxx and xxxxxxxx on xxxxxxxx

# THE BARN TABLE PLAN

Number of guests: 108



The table plan above shows the layout for the Barn for your special day. The tables used on the day will depend on your final numbers.

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The Wedding of xxxxxxx and xxxxxxx on xxxxxxxx

## CANCELLATION DETAILS

Even with the best of intentions and planning, things can happen that put a wedding on the backburner. Cancellation charges are determined by the time written notice is received at the Barn.

Should you find that you need to cancel your wedding at the Barn take a good look at the advice below on information and charges.

The lead name on the booking form, the organiser, the person who paid the deposit must give written notice to cancel. This can include an e-mail and a return written confirmation that the cancellation notice was received by the Barn is required.

The charges shown below apply from the date that we receive the notice at the Barn activating the cancellation. In order to cover our expected losses from the cancellation of the booking there is a set scale of charges which must be paid by you.

### How do I cancel my wedding?

The lead name on the booking form, the organiser, this is the person who paid the deposit and signed the booking form must give notice in writing (this can include an e-mail). Confirmation in writing from us that this notice is received by the Barn is required.

The charges shown below apply from the date we received the notice at the Barn.

### What will it cost to cancel my wedding?

If we receive notice of your cancellation more than **90 days** before the wedding day you will be liable for **50%** of the cost as illustrated within 'cost of your wedding'.

If we receive notice of your cancellation between **28 - 89 days** before the wedding day you will be liable for **75%** of the cost as illustrated within 'cost of your wedding'.

If we receive notice of your cancellation between **1 and 27 days** before the wedding day you will be liable for **100%** of the cost as illustrated within 'cost of your wedding'.

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The Wedding of xxxxxxxx and xxxxxxxx on xxxxxxxx



## FREQUENTLY ASKED QUESTIONS

### **When can we have access to The Barn?**

Your bridal party can have access along with your wedding suppliers from 10.00am on your wedding day.

### **How many tables may we have for our wedding breakfast?**

Our beautiful oval top table which comfortably seats 8 guests provides both yourselves and your closest friends and family an intimate setting during your Wedding Breakfast. We are able to provide ten tables of eight to ten guests surrounding your top table ensuring each one of your guests feels included within the most important parts of your day.

The furniture is included when reserving your Special Day with us. Our carefully chosen tables and chairs complement and enhance The Barn's decor. We are unable to have any outside furniture brought into the Barn.

### **Are we allowed candles for our wedding breakfast and evening reception?**

We provide complimentary tea lights for the wedding breakfast. Candles in flower displays or glass vases, will need to be wide based pillar candles or tea lights; we are unable to allow candelabras unless they are battery powered. Any type of candle for the evening reception must have the flame completely contained within a glass holder.

### **Can we have fireworks during our evening wedding reception?**

Yes, you can have fireworks provided that they are supplied and set off by our recommended Firework company. Due to the thatch, we are unable to allow the fireworks within close proximity of the Barn. Because of this, the fireworks are displayed within our neighbour's field while your guests view from a distance. Please ask one of our Wedding Coordinators for more information and prices. The display must be low noise to avoid causing distress to our neighbour's horses. Under no circumstances must you bring your own fireworks onto the premises, this includes Chinese lanterns, normal and table sparklers.

### **Can we have confetti for our wedding day?**

Yes, we can allow biodegradable confetti, however only in certain areas of The Barn's beautiful outside areas. The photographer must liaise with your Wedding coordinator on the day.

### **Can we decorate with balloons?**

Any type of balloon is not permitted at The Barn because of the high vaulted ceilings. If balloons were to come loose then there would be extra operational costs which would be relayed to the Bride & Groom. To save unnecessary issues we cannot allow balloons within the buildings.

### **Can we decorate the beams around the barn and ceiling with bunting and fairy lights?**

As we are a Grade II listed building, we are unable to have anything wrapped around or pinned to the main beams. We are able to provide fairy lights within the alcoves and around the central lanterns at an additional cost should you wish. If you would like to decorate the balustrades of the bar and Galleria area, this can be done with battery powered fairy lights or bunting, however you must ensure no tape, blue tack or pins are used.

### **Are we allowed to bring in our own food and drink?**

Choosing the meal for your wedding is an integral part of the day. Our Head Chef ensures the quality of seasonal ingredients and dishes provided. The packages include canapes, starter, main course, dessert and evening food. Because of this, we are unable to allow any form of food or drink including consumable favours, chocolate fountains and sweet carts onto the premises.

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The Wedding of xxxxxxxx and xxxxxxxx on xxxxxxxx

**Can we provide our own evening entertainment?**

Our resident DJ's have worked with us for over ten years, performing to over three hundred weddings at The Barn. They are fully familiar with all of our venue requirements, and have provided excellent service to all of our Weddings. Please see our suppliers list for further information. We do not consider the Barn to be an appropriate building for a large live band due to the space required for their set up, however should you wish to have alternative entertainment our suppliers, discussion and details need to be agreed by us in advance of committing to any other form of entertainment.

**Are we allowed Photo Booths?**

Jeremy Durrant is solely able to provide a 'selfie' mirror along with your evening entertainment. Due to limited space, we are unable to allow any other third parties to provide this or traditional photobooths.

**Can our guests use credit / debit card during our wedding reception?**

As a venue we would prefer cash is used by your Wedding guests throughout the day. We are able to accept card payments; however the minimum spend is £30. If the drinks do not come to this amount, the full £30 will be taken from the card, with the change given back to the guests in cash.

**Do you have parking for guests?**

We have an extensive car park so your guests are guaranteed free parking spaces for the entirety of the evening. Should any guests wish to leave their vehicles overnight, they are able to at their own risk for collection by 11am the following morning.

**Can you provide changing rooms for ourselves or our suppliers?**

During your special day you will have use of the facilities of the Main Barn. Unfortunately we do not have the additional areas to accommodate a separate changing area for either your suppliers or yourselves. Should you wish more information about nearby hotel facilities, please do not hesitate to ask.

**May we provide a meal for our suppliers throughout the day?**

We are happy to provide a meal for the suppliers who will be with you throughout your day. We can offer an additional set table within your wedding breakfast area to accommodate this. Your service providers would be served the same high quality food as you have chosen for your guests, and this would also be provided at the same time and at the same cost for your guests.

**What time can we collect our wedding decor the following morning?**

You are more than welcome to leave wedding decor overnight providing it is removed from the tables so these can be laid for the following service. Please note, we cannot store any consumables such as your Wedding Cake, or any high priced items such as gifts so these must be taken on the evening, and all items are left at the owner's risk. On weekdays The Barn will be open from 9am the following morning for any items to be collected by 9.30am, on weekends The Barn will be open from 8am the following morning for any items to be collected by 8.30am. Any items left after this time may be disposed of.

**Do you allow chair covers?**

Should you wish to cover the chairs we can highly recommend several decor companies. Access on the day is from 10.00am for the set up and the covers have to be collected on the evening of the wedding. Exact times need to be confirmed beforehand with our wedding coordinators.

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The Wedding of xxxxxxxx and xxxxxxxx on xxxxxxxx

## CONFIRMATION OF UNDERSTANDING

We, as the wedding organisers, confirm we have read and agreed to the terms and conditions which cover:

- Conditions
- Information and conditions for service providers
- Cost of your wedding
- Schedule of payments
- Cancellation details
- Frequently Ask Questions

Name:

Name:

Signed:

Signed:

Date:

Date:

Tel:

Tel:

Email:

Email:

Address:

Address:

Initials: \_\_\_\_\_ and \_\_\_\_\_

The Wedding of xxxxxxx and xxxxxxx on xxxxxxxx