

BEAUVALE PRIORY

WEDDING TERMS & CONDITIONS

This agreement is between Beauvale Priory, referred to as 'The Venue' and Bride & Groom, referred to as 'The Guests'

1. Confirmation

- 1.1 A wedding reception date can be provisionally held exclusively for up to 14 days whilst a final quotation and the deposit is received.
- 1.2 To confirm a booking, a 50% non-refundable deposit of the venue cost is required. The venue offer a finite number of wedding ceremonies per season and when fully booked will not take any further bookings. Upon confirmation that the monies have been received, the date is confirmed and the date is removed as an option for other guests.

2. Balance

- 2.1 The balance is required to be paid at least 3 months prior to the event date i.e if the wedding date is 8th June, then the final balance is required to be paid by the 8th March at the latest.
- 2.2 Small amendments to details such as the number of guests and itinerary can be changed prior to the final balance being paid. Other changes within 3 months can be made at the discretion of the venue. Changes must not result in a difference of more than 10% of the final amount without acceptance of the venue. In the event that small changes are required, the quotation is amended and the balance is paid.
- 2.3 Damage deposit. A refundable £300.00 deposit is required to be paid with the final amount to cover such circumstances as damage, vandalism and alcohol brought on site.

3. Cancellations

3.1 Cancellation by the Guests

- 3.1.1 All guest cancellations must be made in writing. If a guest wishes to change the date of a confirmed event, it may be possible at the discretion of the venue and the availability of an alternative date. The guests will be liable for any additional costs in order to reimburse the staffing, administration and other overheads associated with moving the date.
- 3.1.2 Cancellation terms:

3.1.2.1 Between 3 months and confirmation	50% venue cost (booking deposit)
3.1.2.2 Within 3 months of booking date	100% cost

3.2 Cancellation by the Venue

- 3.2.1 The Venue reserves the right to cancel the booking if:
 - 3.2.1.1 Any part of the venue is closed or unavailable because of any event beyond the venue's control. In this instance the guests will be offered either a full refund of any deposit or balance invoice paid or the same booking on a different date. The Venue accepts no liability for contracts with third parties made by the guests.
 - 3.2.1.2 It becomes apparent that the booking may, in the reasonable opinion of the Venue, damage the reputation of the Venue. In this instance, the Venue will treat it as a cancellation by the bride and groom.

4. Venue

- 4.1 The Venue will supply as standard; car parking, toilets, lighting, The Shoot Room bar to serve drinks, the marquee and the Guesthouse. The marquee has sides, lining, flooring and lights. Picnic tables can also be included with advanced booking.
- 4.2 The Venue has a licensed Bar. The bar will call last orders by 11.30pm for Saturday weddings and 10.30pm for intimate weddings. Any extension to the bar must be discussed in advance with the Venue. No drinks are to be brought onsite by the guests or party. Guests are asked to inform all members of the party that outside drinks are not allowed onsite as to not interrupt the special day. In the event that guests are found contravening this regulation; drinks will be confiscated and the guests will be informed that that a proportion of the deposit in 2.3 will be deducted in correlation with the amount of drinks brought on site.

5. Decorations and florists

- 5.1 The guests can make their own arrangements for decorations but the Venue is not obliged to assist with the decorations. The guests may choose any florist. Any decorations used must not cause permanent damage to the

venue. Blue tac or nails are not allowed to be used on the walls. Any external contractors must comply with the agreed access arrangements. All decoration must be removed by 12 noon the day following the reception. Please note that naked flames are not permitted. The Venue may put the Guests in contact with florists or decorators, however the Venue accepts no liability for issues or cancellation from contractors.

5.2 Please note that only dried flower petals may be thrown outside as confetti at the venue. Rice and paper are not allowed. Party poppers and little plastic table decoration is not allowed and a charge may be taken from the deposit in 2.3 for tidying this up.

6. Photography

6.1 The guests can choose their own photographer. Any images supplied to the Venue may be used for publicity purposes. The Venue may put the Guests in contact with a photographer, however the Venue accepts no liability for issues or cancellation from contractors.

7. Entertainment, music and activities

7.1 The Guests can organise their own entertainment subject to approval in advance by the Venue.

7.2 The Venue allows non-amplified or amplified music to be played within The Shoot Room Bar, Marquee or Guesthouse. The Venue recommends that DJ/musicians visit the site prior to the function to assess the space for set-up and power requirements. All music must cease by last orders at the bar.

8. Smoking

8.1 The Shoot Room Bar, Marquee areas and the Guest house as well as all other inside areas such as toilets are all strictly non-smoking in line with the Smokefree England Legislation.

9. Estate rules

9.1 The following are NOT permitted at the venue:

9.1.1 Fireworks, sky lanterns or sparklers

9.1.2 Naked flames of any kind in the barn or marquee.

9.1.3 Paper, metal or rice confetti.

9.1.4 Roaming of the estate grounds - guests must remain within the estate boundary, must not open any gates or climb any fences.

9.1.5 Climbing on the ancient wall

9.1.6 Dogs off the lead at any time.

10. Engagement of external contractors and /or equipment

10.1 The Venue only allows its own marquee partners to set up marquees at the venue. The Guests can engage other contractors/equipment providers subject to prior approval by the Venue. The Venue reserves the right to refuse access, without prejudice, to any contractor. When other external contractors/equipment providers are arranged, the Guests must undertake to indemnify the Venue against any claim made against them resulting from an act or default by any of the servants or caused by any equipment supplied by them. This indemnity is also to include cover under the Health and Safety at Work Act 1974. Any additional equipment deemed necessary by the Venue to ensure the smooth running of the wedding reception will be hired in with your agreement and itemised on your account.

11. Personal and insurance

11.1 The Venue accepts no liability for lost or damaged personal belongings. While the Venue aims to operate at the highest level of health and safety, you are reminded that running events in the outdoors presents an element of risk. The Venue accepts no liability for any injury or accident that may occur outside the categories of staff negligence or structural failure of facilities. The Venue recommends that you take out wedding insurance and that all guests have appropriate cover for their own personal belongings.

12. Loss or damage

12.1 The guests are responsible for any loss, damage or exceptional soiling made to any part of the venue or its furnishings/equipment or venue accommodation hired to the guests or the guests party.

13. Conduct

13.1 The guests acknowledge that during the wedding reception all guests are required to submit to the reasonable directions and supervision of the Venue personnel. Guests under 18 years old must have enough accompanying adults to remain responsible for them at all times and the adults must maintain control of all children to the satisfaction of the Venue.

14. Advice for wedding guests

14.1 The Venue recommends to the guests that the venue is in a secluded location and although the postcode will take visitors directly to the venue, access is via a narrow country lane.

- 14.2 Suitable footwear is recommended as the Venue is a farm in the country. Stiletto heels are not appropriate.
- 14.3 Warm clothing is recommended in case the temperature drops as there is no heating in the marquee.

15. Complaints procedure

15.1 In the unlikely event that the guests have cause for complaint about the wedding reception, the complaint should be made to the senior member of the staff team during the event, in order that corrective action can, if necessary, be taken. The guests acknowledge that it is unreasonable for them to raise a complaint after the reception if they have taken no action to make their complaint known during the reception. However, should the complaint not be resolved, it should be made in writing to the Venue within 28 days of the reception.

16. Changes To This Agreement

16.1 The Venue reserves the right to update these Terms & Conditions at anytime, without notice.

17. This agreement is governed by English law.

I have read and understood the terms above. I hereby agree to the terms of this agreement.

----- END OF TERMS -----