

## Terms & Conditions of Hire for Christmas Parties

### Wellington Barn 2018/2019

#### **Definitions**

**'The Venue'** shall mean Wellington Barn Events Ltd (company No 05984856).

**'Wellington Barn'** shall mean the buildings, The Road Approaching the Buildings, The Terrace, The Pagoda, The Grounds, The Wild Flower Meadow and All the Car Parking areas.

**'The Customer'** shall mean the person or persons booking The Venue and signing the following Terms & Conditions produced by Wellington Barn Events Ltd.

**'Agent'** being any outside supplier or outside party acting on behalf of 'The Customer'. I.e. florists, live bands etc...

**'The Hire Period'** shall mean one day only from 10:00 – 00:00 on the day specified in the booking confirmation (wedding/party date).

#### **General**

You ("the Customer") are contracting with Wellington Barn Events Ltd., Calne, Wiltshire. The following are the terms and conditions to which your event or party booking is subject. A copy of these terms and conditions signed by the customer confirms an acceptance of these terms and conditions.

Please complete and sign two copies of these Terms & Conditions and return one signed copy together with your Booking Deposit. Your booking is confirmed when both have been received.

Wellington Barn is an exclusive venue; the whole barn and its grounds are made available to you on this basis.

1. Property of The Customer or their Agents must be delivered on the day of The Hire Period and removed from Wellington Barn at the end of The Hire Period. Any time after these hours must be authorised by The Owners. The Customer must not presume access to Wellington Barn either side of these times. Any authorised access will be limited and all Terms & Conditions apply when present at Wellington Barn at all times.
2. An additional two hours, after the end of The Hire Period, is available by prior arrangement and at the discretion of The Venue. It is also subject to an additional charge of £300 per hour.

If there is not an event the day before The Hire Period, The Customer may have access to Wellington Barn from 10:00-16:00 for a hire charge of £150.

3. The Venue accepts no responsibility for any property belonging to The Customer, their guests or Agents at Wellington Barn at any time, nor for the loss, damage or injury which may be incurred by or be done or happen to any person or persons using Wellington Barn during The Hire Period.
4. Amplified music is only permitted inside Wellington Barn. Music required for outside reception drinks, photos or evening entertainment must not be amplified without prior permission from The Venue.
5. The Venue will supply tables and chairs for up to 160 of The Customers guests. Any additional chairs and tables can be hired in at an extra cost.
6. All food must be supplied by an approved caterer. No outside food may be brought in to Wellington Barn at any time unless from the approved caterer (excluding birthday cake, edible favours & sweet tables pick 'n' mix). The approved caterer and The Customer are responsible for their separate catering contracts and arrangements (unless other arrangements are agreed). The Venue is not responsible or liable for any complaints or gross misconduct generated by the catering company.
7. The Venue shall not be responsible for any agents contracted by The Customer.
8. The Venue shall not be held responsible for any acts of God or Force Majeure within Wellington Barn. The Venue shall not be held responsible for any restricted access to Wellington Barn due to adverse weather.
9. The Venue will refuse alcohol to any persons under the age of eighteen. Any persons who, in the opinion of The Venue, appear under the age of 21 and do not carry picture ID (driving license or passport), will also be refused alcohol.
10. All drink will stop being served 15 minutes before the end of The Hire Period, or at the end of the agreed extension time.
11. The Venue reserve the right to end or suspend The Hire Period at any time if a guest, or number of guests, behave in an anti-social manner such as fighting or other aggressive behaviour. The Venue may, at their discretion, charge The Customer for any extra expense it may incur for engaging security staff or police to preserve law and order, during or after the event in Wellington Barn.
12. The Venue reserve the right of entry and may ask any person to leave Wellington Barn who is behaving in an antisocial manner or who, in The Venues opinion, is under the influence of drugs and/or excessive alcohol consumption at any time whilst attending Wellington Barn.
13. The Customer must arrange all departure transport for not later than 0015hrs. The Customer must inform all guests it is essential taxis are pre booked and not left to order later than 2100hrs. If

guests are present at Wellington Barn after 0030hrs, The Customer may be charged £300.00 per hour or part hour for staff to wait with guests until their transport arrives. The Customer must inform The Venue of any coach transport to allow prior arrangements for access to Wellington Barn.

14. All cars are left at the owner's risk. The Venue accepts no responsibility for cars parked at Wellington Barn or its surrounding area.
15. The Customer is responsible for the arrival and departure of all guests in a quiet and orderly fashion. The Customer, his guests and Agents must use the metal road only.
16. The Customer must arrange for all possessions to be removed from Wellington Barn at the end of the event, unless previously agreed with The Venue for an agreed date & time. The Venue will not be responsible for any possessions left on site and will not be responsible for the returning of forgotten or lost items of The Customer or their guests.
17. Night-lights and candles may be used but The Venue must approve their positions. All candles must be in containers. Any candle sticks used on the dining tables must be non-drip.
18. Chinese Lanterns of ANY type are forbidden at Wellington Barn due to the environmental sensitivity of the surrounding area.
19. Fireworks are welcomed at Wellington Barn. To avoid causing unnecessary disturbance to neighbours and livestock, we ask that the contracted firework company uses a certain category of fireworks. Only fully insured and qualified firework operators are permitted to set off fireworks at Wellington Barn. Under no circumstances is The Customer or any of their guests permitted to set off the fireworks. We have preferred Companies who work with Wellington Barn regularly.
20. The Venue does not allow the use of sparklers inside the buildings of Wellington Barn. The Customer must provide appropriate ways for disposing of finished sparklers.
21. There is strictly no smoking permitted inside the buildings comprising Wellington Barn.
22. The Customer is responsible for informing agents and guests of these Terms & Conditions.
23. The Venue reserve the right to take photographs and videos of the event, which may be used for social media & or marketing / website.

## Payments

24. To secure the event date we will require a **non-refundable** booking deposit of 50% toward the appropriate venue hire fee. Any Contractors organised by The Venue for The Customer, who require a booking deposit, will be due on request. The final balance plus any beverage/additional costs three weeks before the event.

25. Payment of your booking deposit invoice will act as agreement to these terms.

26. Payments can be made by cash, cheque, BACS, debit and credit card.  
We unfortunately cannot accept payment by American Express/Amex

## Cancellation

27. In the unlikely event of your event being cancelled, The Venue reserve the right to charge the following:

- A non-refundable deposit of 50% of the appropriate venue hire.
- Less than 12 months prior – 70% of total venue hire cost.
- Less than 6 months prior – 100% of total venue hire & confirmed supplier costs (E.g. catering, entertainment and drinks).

Cancellation of a confirmed booking must be made in writing.

## Damage & Liability

28. The Customer shall be held responsible for any losses or damages sustained in respect of the premises, furnishings, utensils or equipment, whether the same is caused wilfully or by negligence or default, and shall be liable for the cost of replacement or repair plus compensation for loss of business caused thereby.

29. Additional cleaning will be charged at £30.00 per hour (standard cleaning time of 4 hours).

## Corkage/Alcohol

30. The Venue have access to an extensive range of wines and champagnes to suit all tastes, provided by some excellent local independent wine merchants. If there is a particular wine you would like to have for your event, please contact us for a quotation.

If supplying your own wine the following corkage charges apply:

**Per 75cl bottle** of wine:

- Still - £10.00
- Sparkling wine - £12.00
- Champagne - £15.00

**Supplied “corked wine” is only accepted for the Dinner & Toasting Drink. All reception drinks are to be purchased through Wellington Barn Events Ltd.**

Please note that any unauthorised alcohol or food brought onto the premises for consumption will be confiscated by a member of staff. A £500 fine will be charged to the client for any unauthorised alcohol/food brought on to the premises.



I/We 'The Customer' accept and agree to the above Terms and Conditions

Signed: .....

Print Name: .....

Date: .....

Signed: .....

Print Name: .....

Date: .....

These Terms & Conditions are subject to change at the discretion of Wellington Barn Event Ltd.