



WELLINGTON BARN

WEDDINGS : CORPORATE : EVENTS

Terms & Conditions of Hire – Corporate Events

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, persons or company 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 0800hrs – 1800hrs on the day specified in the booking confirmation (event date).

General

You ("the Customer") are contracting with Wellington Barn Events Ltd., Calne, Wiltshire. The following are our terms and conditions to which all event bookings are subject. A copy of these terms and conditions signed by the client 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. Booking is confirmed when both have been received.

Wellington Barn is an exclusive venue; the whole barn and its grounds are let on this basis.

1. The Customer shall not sub-let Wellington Barn or any part therefore.
2. 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.
3. Any additional hire outside of The Hire Period, may be authorised by The Owners and will incur an additional charge. If the day before is available, The Client may have access between 10am-4pm for a hire charge of £150.00.



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4. 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 happen to any person or persons using Wellington Barn during The Hire Period arising from any cause whatsoever.
5. Amplified music is only permitted inside Wellington Barn. Music required in the outside grounds of Wellington Barn must not be amplified without prior permission from The Venue.
6. The Venue will supply all tables and chairs for up to 160 of The Customers guests. Any additional chairs and tables can be hired in at an extra cost.
7. All food must be supplied by The Venues recommended catering companies. No outside food may be brought in to Wellington Barn at **any** time unless from the recommended caterer. The recommended caterer and The Customer are responsible for their separate catering contracts and arrangements. The Venue are not responsible or liable for any complaints or gross misconduct generated by the catering company.
8. The Venue will not be responsible for any of any food or drink that is removed and consumed off the premises of Wellington Barn.
9. The Venue shall not be responsible for any agents contracted by The Customer.
10. 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.
11. 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.
12. 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.
13. 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 Owners opinion, is under the influence of drugs and/or excessive alcohol consumption at any time whilst attending 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.



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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. Chinese Lanterns of ANY type are forbidden at Wellington Barn due to the environmental sensitivity of the surrounding area.
18. There is strictly no smoking permitted inside the buildings comprising Wellington Barn.
19. The Customer is responsible for informing agents and guests of these Terms & Conditions.
20. The Venue reserve the right to take photographs & video content of the event, which may be used for social media & or marketing / website.

21. **Payments**

22. On enquiry The Venue will put together an events package including the venue hire, drinks and any other required services based on your minimum number of guests. To secure the event date we will require a **non-refundable** deposit of 50% of the appropriate venue hire fee. The Venue will then require the remaining 50% of the venue plus any beverage/additional costs three weeks before the event.

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

24. No refunds or credits will be given if numbers decrease after the final payment date. Any increase in numbers will be charged pro rata.

25. An invoice will be sent after the event for any additional costs/cleaning or damages incurred on the day. This is payable within 7 days of the date of the invoice.

26. Payments can be made by cash, cheque, BACS, debit and credit card.

We unfortunately cannot accept payment by American Express/Amex



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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 3 weeks prior to the event – 100% of the cost of the event.

Cancellation of a confirmed booking must be made in writing. The Venue will Endeavour to re-let a cancelled reservation and if successful **may** waive cancellation charges, but any such decision is at our discretion.

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 a fully licensed bar available from 1100hrs during The Hire Period should it be required. 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 Main Meal & Toasting Drink, and will be invoiced post event. 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.



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

Signed:

Print Name: Date:

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