

WINTERS BARNs - TERMS & CONDITIONS

1. Payment Schedule

The Hirer will pay:

- 1.1 wedding venue hire charge: £ *(insert amount)* including VAT. Date of wedding: *(insert date of wedding)*
- 1.2 a **non-refundable** deposit of £1000.00 at the time of booking.
- 1.3 for a wedding, more than 24 months in advance we will require a **non-refundable** down payment of £1000.00 two years from the date of the wedding: *(insert date)* and a further **non-refundable** down payment of £1,000.00 one year from the date of the wedding: *(insert date)*.
- 1.4 the balance of the venue hire is payable two months prior to the date of the wedding: *(insert date)*.
- 1.5 all deposits and down payments are non-refundable.

NB: Minimum numbers for packages are 60 day guests with up to an additional 40 evening guests.

Additional elements of *(insert number)* people for the day & up to *(insert number)* additional evening guests package, (excluding children) which are payable directly to each supplier: -

- Catering: £*(insert amount)* (Winters Barns Menu)
- Drinks: £*(insert amount)* (Winters Chic)
- DJ/Band: £*(insert amount)*
- Grand Total including venue hire = £*(insert amount)* (including VAT where applicable)

2. Use of Premises

The Hirer will during the hiring period, be responsible for supervision of the premises, keeping safe from damage the premises and all contents of the premises, and all persons attending the event, whatever their capacity.

The Hirer is responsible for ensuring that **no smoking** takes place within the barn.

The Hirer will ensure that the premises are only used for the purposes agreed with the Owner.

The Hirer will not use the premises or any part of it for activities which are dangerous, offensive, noxious, illegal or immoral or which may become a nuisance to the Owner or occupier of neighbouring property.

Please note that Winters Barns operates a zero-tolerance policy on drugs and any illegal substance. If any guest is found to be under the influence the event will be terminated with immediate effect and the police notified.

The event will continue no later than 12 midnight including all music to cease at 11.00pm on a Sunday and at 12 midnight on all other days.

The bridal salon is available from 8.30 am and is to be cleared by the time of the ceremony.

The bridal cottage if booked is available from midday on the day of the event until 10.00 am the following morning.

The Hirer will ensure that all guests in attendance of the event will show the appropriate respect for a historic building.

The Hirer will ensure that all children present at the event are properly supervised by their parents at all times and that their behaviour is appropriate to both the event and the location.

The Hirer must agree to the following policies of Winters Barns which are in place for both the safety of guests and the preservation of the barns: -

- i) Naked flames are not permitted. Any candles/tea lights used as decoration must be battery operated.
- ii) Crystals, beads, pebbles etc that will create a slip hazard on a wooden floor may not be used as table decoration. Please check with the venue prior to purchasing any table decorations.
- iii) Any tall vases must be made stable due to health & safety.
- i) **Confetti** – only natural rose petals are permitted which can be fresh, dried or freeze dried.
- ii) Any music played in the Wedding Breakfast Barn or outside must be played at background level only.
- iii) Amplified music is not permitted in the gardens.
- iv) No confetti cannons may be used.
- v) No glitter balls are permitted.
- vi) Firework displays or sparklers are not permitted.
- vii) Chinese lanterns are not permitted.
- viii) Inflatable bouncy castles/rodeo rides are not permitted.

- ix) Drone photography or drone videography is not permitted.
- x) Only our approved bands/DJs/musicians/singers may be used (see website for details)
- xi) Only an electric drum kit can be used
- xii) Only acoustic music can be played in the gardens outside
- xiii) Only our approved caterers and approved drink supplier may be used.
- xiv) Alternative chairs need to be hired in through Winters Barns. (Incurs a £100.00 handling fee in addition to chair hire charges).
- xv) All chair covers if required must be hired from our approved supplier (tailored chair covers only).
- i) All children must be supervised at all times when on the premises either when inside the barns, inside the cottage, salon or outside in the grounds. The courtyard around the pond is not to be used as a playground because of damage to the grounds. The orchard can be used but the children must be supervised.
- ii) Winters Barns reserves the right to show potential clients the venue on the day of a function prior to the arrival of guests at the venue.
- iii) No fake/electronic cigarettes are permitted in the barns.
- iv) No balloon drops are permitted in the barns.
- v) These & other conditions may need to be varied and/or included according to current regulations and health and safety advice.
- vi) Winters Barns wedding venue is continually evolving and there may be changes to the layout and/or structure of the barns and/or surrounding gardens between your booking date and the wedding date.
- vii) Winters Barns does not charge anything extra for setting up your inside/outside ceremony room. But please note if you have a civil ceremony at Winters Barns then your Kent Registration Services ceremony fees are payable directly to Kent County Council. Further information can be found on their website: <http://www.akentishceremony.com/weddings/our-fees-explained/>
- viii) Prior to booking any suppliers they must first be approved by Winters Barns.
- ix) Your named caterer or other suppliers provided by Winters Barns may change from the date of booking to your wedding day if circumstances demand.
- x) **We strongly advise you to take out your own wedding insurance.**

3. Civil Marriage Ceremonies

The premises are registered as a Civil Marriage venue. A Civil Marriage may take place on any day between the hours of 8.00 am and 8.00 pm, with the last booking time for a ceremony at 7.00 pm.

4. Rescheduling of the event

If written notice is given by the Hirer to the Owner no less than 6 months prior to the commencement of the hire period, and the parties agree to rescheduling the event for a period within the forthcoming 18 months from the original commencement of the hire period, then the Hirer will pay the administration fee of £200.00.

A request by the Hirer for a postponement of the event for more than 18 months or a failure by the parties to agree a new date for the event shall be treated as a Cancellation.

5. Cancellation of the Event

If the Hirer wishes to cancel, then the following charges are applicable as follows:

In the event of a cancellation the following payments will become due	Charges
Six months prior to the wedding	50% of total venue hire
Four months prior to the wedding	80% of total venue hire
Three months prior to the wedding	100% of total venue hire

6. Insurance

The Hirer will be responsible for making arrangements to insure against any third-party claims which may be made against him/her whilst using the premises.

The Owner shall maintain Public Liability Insurance to the value of £5 million.

7. End of Hire

We do not accept liability for anything left in the barns overnight – anything of any value should be removed at the end of venue hire.

The Hirer will be responsible for leaving the premises and the surrounding area in a reasonably clean and tidy condition.

All waste food must be removed from the barn and disposed of in the correct waste bins, which are provided.

The Hirer will indemnify the Owner for the cost of making good all damage to the premises suffered during the hire period and the cost of additional cleaning of the premises if deemed necessary by the Owner. Excluding fair wear and tear.

All vehicles must be removed from the premises by midday of the day after the event.

8. Nominated Contacts

General Enquires:

Winters Barns Office: 01227 472581

Evenings & Weekends:

Venue Owner: 07836617422

I/We (couple's both full names)

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agree to the above terms and conditions.

Of (couple's address):

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Date of hire:

Today's date:

Signed by:

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