



Weddings at Wingfield Barns **Terms and Conditions of Booking**

1. Making your reservation

1.1 When you have decided on the date for your wedding and / or wedding reception please email or telephone Wingfield Barns and secure the venue for that date. This provisional reservation will be acknowledged in writing then stand for a period of 14 days.

1.2 Within this 14 day period you will receive, by post or as an email attachment a booking form which must be completed and returned to us with your deposit cheque or details of payment.

1.3 A signed copy of the full terms and conditions of booking will be sent with the booking confirmation and signing the booking form will be regarded as acceptance to these terms and conditions.

1.4 Your non-returnable deposit payment must be for 50% of your total venue hire fee, unless otherwise agreed in writing.

1.5 On receipt of your deposit we will contact you either via email or in writing to confirm the booking. We will also send you the wedding checklist and contact details of any preferred suppliers in whom you have expressed a particular interest.

1.6 If after 14 days we have not received your completed booking form and deposit the provisional booking may be cancelled and we will notify you of this in writing.

1.7 The hiring of Wingfield Barns as a wedding venue, constitutes use of The Great Barn, the foyer, mezzanine and tea room, the kitchen, the terrace, the toilet facilities the gardens, the 1st floor of the Granary and off site private car park and Studio 4

1.8 The galleries and accommodation can be made available for the wedding party and / or guests but use of these spaces is not included in the hire fee and must be negotiated with the General Manager.

1.9 It is recommended that wedding insurance is taken out by the wedding party.

1.10 Venue hire of Wingfield Barns guarantees exclusive use of the site on the wedding day itself. Access to the site in the run up to the wedding and after the wedding is included in the hire fee but exclusivity during these times is not guaranteed.

1.11 Venue hire at Wingfield Barns for a wedding ceremony and or celebration includes the service of the duty manager and 2 stewards on the wedding day.

1.12 Additional staffing requirements will need to be paid for at £75 per steward or by agreement with your suppliers.

1.13 There is a minimum requirement of 1 steward for every 50 guests.

2. Working with Suppliers

2.1 The General Manager or assigned Wedding Coordinator at Wingfield Barns will liaise with you from your initial tour of the Barns and booking, through to overseeing the event itself.

2.2 The General Manager or wedding coordinator will assist with the recommendation of suppliers and ensure that all suppliers are familiar with delivery, access and exit instructions.

2.3 The contact details of suppliers chosen for your wedding and wedding reception will need to be shared with Wingfield Barns. These suppliers may be contacted directly by staff at Wingfield Barns to discuss specific requirements, deliveries and logistics and timings.

2.4 Your agreement with Wingfield Barns is with strict regard to the hire of the venue, the grounds and the private off-site car park and all other elements of your wedding must be agreed with 3rd party suppliers.

2.5 It remains your responsibility to ensure all suppliers are thoroughly briefed of your requirements and all costs are agreed in advance of the day. Wingfield Barns cannot be held responsible for the non-delivery of goods or services supplied by 3rd party companies.

2.6 It remains your responsibility to ensure that all suppliers hold their own regulatory certifications, licenses and insurances and that all suppliers adhere to its industry health and safety regulations.

2.7 Any electrical equipment must conform the British standards and carry the relevant safety certificates.

3. Civil Ceremonies

3.1 Wingfield Barns holds a current and valid civil ceremony licence. A civil ceremony will require the services of a regulated registrar or other celebrant to conduct a legally binding marriage. It is the responsibility of the wedding party to secure these services.

3.2 The cost of the registrar is not included in the venue-hire fee.

3.3 It is the responsibility of the wedding party to ensure prompt arrival to the civil ceremony. Wingfield Barns accept no responsibility for the non-appearance of a registrar or celebrant.

3.4 Wingfield Barns cannot be held responsible in the event that the bride or groom is late for the ceremony and the registrar has left to attend another ceremony.

3.5 Any religious aspect to a wedding ceremony at Wingfield Barns can only take place when the official registrar or celebrant has left the premises.

4. Entertainment

4.1 Wingfield Barns encourages the conducting and celebration of marriages. The rural setting of the venue comes with restrictions on both the type and volume of entertainment. In this regard neither discos nor bands playing with amplification are permitted.

4.2 Suppliers secured for evening entertainment must adhere to the sound limits as detailed in the premises licence.

4.3 Live and recorded music are not permitted to take place outside.

4.4 Contact details of wedding entertainers should be shared with Wingfield Barns. Wingfield Barns reserves the right to make contact with the entertainers with a view to ensuring a performance that remains within the conditions of its premises licence.

5. Confirmation of Numbers

5.1 You will need to provide the approximate number of guests at the time of booking. However this number must be confirmed* and agreed **8 weeks prior** to the event. This will allow for us to arrange for correct stewarding, insurance, management and auxiliary staff to be on-site during the event.

5.2 For insurance purposes and to comply with Health and Safety regulations there is a maximum capacity of 250 at Wingfield Barns at any one time.

5.3 When you have decided on the format of your day and how you wish to use the various spaces and rooms at the

Barns, agreement on a maximum capacity for your wedding and wedding reception can be confirmed.

6. Payments and Cancellation Fees

6.1 You will be sent by mail or as an email attachment a receipt for the deposit of the hire of Wingfield Barns. This receipt will be sent within a week of receiving the deposit.

6.2 Deposit payments may be made by cheque, cash, debit or credit card. Credit cards payments may be subject to a nominal handling fee.

6.3 The balance of your venue hire charge will become due for payment **4 weeks** prior to the event and we will send you an invoice detailing the balance due either by post or as an email attachment.

6.4 If having paid your deposit, you need to cancel the agreement the following costs will apply;

6 months prior to the event	50% of the total venue hire fee.
90 days prior to the event	60% of the total venue hire fee.
60 days prior to the event	80% of the total venue hire fee.
30 days or less prior to the event	100% of the total venue hire fee.

6.5 Wingfield Barns reserves the right to withdraw the date offered under change or non fulfillment of contract.

* Final numbers of guests at a wedding can never be guaranteed but it is expected that this figures is to within 10% of the final number.

I have read, understood and agree to the conditions of hire as set out above.

Signed on behalf of Wingfield Barns	Printed Name and Position	Date
Signed on behalf of the wedding party	Printed Name and relationship to Bride	Date