



## Terms & Conditions: Paddock Marquee

These Terms & Conditions form part of the contract signed between Vallum Farm (“the venue”) and you (“the client”) – which is to say the person making the booking.

Once a booking is confirmed and a deposit paid, a binding contract is in place.

### 1. General

- a. A provisional booking can only be held for fourteen days.
- b. A non-refundable deposit of £1,500.00 is required to secure your reservation. On receipt of this, your booking will be confirmed to you in writing.
- c. Until we receive the deposit your booking is provisional and we reserve the right to sell the date.
- d. A further 50% of the outstanding balance is payable sixteen weeks before the date of your wedding and is non-refundable. It is your responsibility to ensure that this payment is received by the confirmed due date.
- e. The final numbers along with outstanding balance is payable six weeks prior to your wedding. All monies paid are non-refundable after this date.
- f. Prices quoted are correct at the time of going to print. Vallum Farm reserves the right to alter prices of food and drink due to price changes from our suppliers and changes in VAT.
- g. The client assumes responsibility for any loss or damage to Vallum Farm property caused by their guests, whether in the room(s) reserved or in other parts of the venue. In the event of damages, or extra cleaning incurred, we reserve the right to make the relevant charge to the client.
- h. It will be client’s responsibility to specify and liaise with the sub-contractors (taxis, photographer, registrar, etc.) that we will also need the contact details for.
- i. The property has a lake, which represents a potential water hazard. You will be made familiar with this hazard when you view the venue and it will be your responsibility to highlight this hazard to your guests. All children are the responsibility of their parents; please watch them at all times!
- j. Vallum Farm does not accept responsibility for any private property left unattended on the premises. Vehicles may be left over night but at their own risk and must be collected by 11.30am the following day.

- k. Children: We cannot accept any liability in the event of accidents. It is expected that all parents and guardians keep a watchful eye to ensure that children are confined within the area of the wedding.
- l. Children are priced up to the age of 12 years old for a half portion at half the price.
- m. If you are providing your own drink and paying corkage for arrival, toasting and table drinks, your own drink must be cleared away as soon as the wedding speeches finish. The staff will remove them and put them to one side and ready to be collected the following day.
- n. The music and bar service must end at 11.00pm.
- o. No alcohol or food must be brought into the venue that has not been authorised with Vallum Farm.
- p. All internal areas are non-smoking areas.
- q. No fireworks or confetti are permitted.
- r. Maximum number for the Paddock Marquee for the Wedding breakfast is 150. The ceremony area holds a maximum of 120. Vallum Farm charge £250.00 to hold a ceremony on site.
- s. In the event of unruly behavior, the wedding will be stopped until decorum is resumed. Unruly guests will be asked to leave.

## 2. Cancellation Policy

- a. If the booking is cancelled more than 12 months before the wedding there will be the loss of the £1,500.00 deposit.
- b. If the booking is cancelled 12 to 6 months before the wedding there will be a charge of 25% of the estimated costs.
- c. If the booking is cancelled 6 to 3 months before the wedding there will be a charge of 50% of the estimated costs.
- d. If the booking is cancelled under 3 months before the wedding there will be a charge of 100% of the total costs.
- e. In the case of unforeseen circumstances beyond the control of Vallum Farm, it may be necessary to change or cancel your booking. Where the change is considered major, as decided by Vallum Farm, you will have the option to accept the change or receive a full refund of any monies paid. Vallum Farm is not responsible for any other costs, expenses or damages incurred by the Client as a result of changes.
- f. In the unlikely event of cancellation on your part, we regret that all deposits and down payments are non refundable. We strongly recommend the purchase of Cancellation Insurance for Weddings. The final details for all events must be agreed at least one month before the function date. Changes to any arrangements made with the proprietors must be submitted in writing at the earliest possible date and agreed with them.

**We therefore strongly advise you to take out an Insurance Policy to cover eventuality.**

We reserve the right to change our terms and conditions at any time that we deem responsible to do so.