

## TERMS & CONDITIONS - CIVIL WEDDING ONLY

The Terms and Conditions below apply to the booking of your Civil Ceremony at Stanmer House. Please read them carefully prior to signing the Confirmation Form, and please ensure that your guests are also aware of any relevant clauses.

### Reservations

To book a date a Confirmation Form needs to be signed by you with the appropriate payment, at which time it will be confirmed. Confirmation constitutes a valid contract between Cherrywood Events Ltd and you. If you wish to change your date, you will need to pay a new payment to secure the new date.

Cherrywood Events Ltd reserves the right to refuse bookings at its discretion.

### Payment Terms

On Confirmation 100% of total cost (Non-refundable)

Cheques should be made payable to Cherrywood Events Ltd.

The person or persons making the booking and paying will be responsible for the payment of all booking fees and any charges arising out of damage and/or injury not occurring as a result of negligence on the part of Cherrywood Events Ltd. A charge of 3% will be made for all credit card payments. Payments by Bank Transfer, cash, cheque or debit card will not be charged for.

### Cancellations

In the event of a cancellation, Cherrywood Events Ltd must be notified in writing. The following cancellation conditions apply, based on the full amount payable to Cherrywood including any 3<sup>rd</sup> party services booked through us.

Cancellation at any time = No refund of monies paid.

Cherrywood Events Ltd reserves the right to cancel bookings for reasons outside its control. In such a situation, we will refund the deposit, and any other monies paid to us by you, but shall have no further or additional liability to you including any losses, costs and expenses incurred by you, unless they were reasonably foreseeable. If you confirm a booking by telephone, post or e-mail without visiting Stanmer House, you have the right to a 7 working day cooling off period during which you may cancel in writing and receive a full refund.

### Guest Numbers

The Henry Pelham room will hold a maximum of eighty guests comfortably although one hundred guests would be a maximum number provided some are standing and not seated.

### Prices

All prices are inclusive of VAT, which has been charged at 15%, unless the rate has been changed at the time of the event. Cherrywood Events Ltd reserves the right to change any prices without notice. The charges applicable to your booking will be those in force at the time your booking is confirmed unless we have to increase them due to circumstances beyond our control.

### Catering

There are no catering facilities for civil ceremony only bookings. The public bar is open during the weekends and can be used by the public and your guests alike. The public bar will close at 13.30pm for all civil ceremony parties.

### Henry Pelham Room

Please note that the Henry Pelham room has been allocated for the civil ceremony for the allotted time only and as such the room must be vacated ten minutes prior to the next civil ceremony time slot.

Time slots are: 9.00am, 10am and 11am

Ceremonies generally take 30 minutes, therefore prompt arrival is essential. Lateness may result in cancellation of the civil ceremony.

### Access & Timings

Access to the public bar is acceptable 30 minutes prior to the civil ceremony, please however be respectful to any other party's guests that may be in attendance. The lawns if available are accessible for photographs to be taken only (no confetti allowed) and the bar will stop serving civil ceremony guests by 1.30pm the latest prior to any full wedding taking place.

### Park Access and Events

Cherrywood Events Ltd has no control over Stanmer Park and any decision for events held 'large or small' are at the discretion of the local council and as such we cannot be held responsible, refunds for any weddings booked are bound by our Cancellation policy. Most events held within the park are displayed on the councils own website in advance. Although we are unable to change the council's decision on any park activity we are able to work closely with them to ensure a minimum of inconvenience to your day.

### Confetti

No confetti is allowed inside the house, this includes table confetti & confetti cannons, furthermore only biodegradable confetti can be used outside the front of the house with prior notice been given to the Event Manager.

### Damage

You accept responsibility for the rooms under hire, their furnishings and equipment, and the behaviour of your guests. Any damage caused to these may result in an additional charge to rectify such damage, and additional charges may be raised to cover any loss of business incurred as a result of the damage. We reserve the right to escort from our premises any guests who, in our opinion, are causing excessive noise, disruption or actual damage. No bolts, nails, tacks, screws, or any other objects are to be driven into the interior or exterior of Stanmer House, nor is any adhesive substance, including "blue tak" to be attached to any surface.

Cherrywood Events Ltd will not accept responsibility for any loss or damage to guests' property on our premises unless directly caused by our negligence.

You will ensure that the event is conducted in an orderly fashion without nuisance.

Health & Safety

Please be aware that on our lawns is a fountain which is filled with water. It is your responsibility to inform all guests and ensure children at the event stay clear of the fountain at all times.

You are responsible for ensuring that all third parties providing services (such as discos) are fully covered by public liability insurance, and can provide all health and safety documentation reasonably required by us.

Stanmer House is a No Smoking building, although guests are permitted to smoke in a pre-designated area of the grounds. Candles, pyrotechnics, smoke machines, or any other form of naked flame can only be used with our written permission, at least one month in advance of the event.

You will ensure that you and your guests comply with all security, fire and other regulations relating to Stanmer House and not commit any illegal acts.

Complaints

In the unlikely event of any complaint, you should raise any issues with the Management of Stanmer House on the day of the event, and we will do our best to address them. Unfortunately problems cannot be rectified after the event.

Signed (In acceptance of the above)

X.....X (Name of Signatory).....

Date:.....

Signature of Invoice payer (N/A is same as above)

X.....X (Name of Signatory).....

Date:.....

Please sign both copies retain one and post the other copy back with the deposit to Stanmer House, Stanmer Park, Brighton, East Sussex. BN1 9QA