

# HASELEY MANOR – WEDDING TERMS AND CONDITIONS

All weddings booked at Haseley Manor shall be subject to the following:

## 1. DEPOSITS AND STAGE PAYMENTS

The deposit of £500 (Cheque made out to Haseley Manor Functions Ltd) must be received within seven days from the provisional booking, or the provisional booking may be lost. A second deposit of £800 should be received in January of the year of the wedding and the balance of £2200 at least one month before the wedding.

The bar is available, either on a cash basis at the time of purchasing drinks, or if you wish for free drinks to be served for all or part of the evening, then an estimated amount shall be payable prior to the wedding, with a final adjustment at the end of the reception.

**ALL DEPOSITS ARE NON-REFUNDABLE UNLESS THE FACILITIES ARE RE-RENTED FOR THE SAME YEAR WHEN THE DEPOSIT MINUS AN ADMINISTRATION CHARGE OF £100 WILL BE RETURNED**

## 2. INFORMATION

The client shall provide, on request by Haseley Manor Functions Ltd, all such information which is available in relation to the wedding as may be necessary to enable Haseley Manor to make fully informed assessment of its obligation to provide the service.

## 3. ADVERTISING

The client should not use Haseley Manor's names or trademarks without its written permission and must show all tickets, posters and advertising material to Haseley Manor for its approval in writing. In all cases this information should be provided if so requested by Haseley Manor.

## 4. CLIENTS USE OF HASELEY MANOR

- i) The Client and persons attending the wedding shall:
  - a) Comply with all licensing, Health and Safety and other regulations relating to Haseley Manor
  - b) Not carry out any electrical or other work at Haseley Manor, including amplification and lighting, without Haseley Manor Functions Ltd's written consent.
  - c) Not bring any dangerous or hazardous items into Haseley Manor and remove any such items promptly when requested to do so by a member of Haseley Manor or any other authorised person
  - d) Not consume any food or drink at Haseley Manor not supplied by Haseley Manor or its authorised caterers, without Haseley Manor Functions Ltd's prior written consent.
  - e) Not act in an improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable request by Haseley Manor Functions Ltd or its employees.
- ii) Children are welcome at weddings, however Haseley Manor and its grounds are potentially hazardous. We cannot accept any liability whatsoever in the event of an accident due to children playing or running around. We respectfully ask that guardians keep a watchful eye and ensure their children are always confined within the area of the wedding.
- iii) Haseley Manor operates a no smoking policy, for legal, health and safety reasons, within all buildings
- iv) Any person in breach of these conditions may be refused admission or be removed from Haseley Manor

## 5. CANCELLATION BY HASELEY MANOR FUNCTIONS LTD.

- i) Haseley Manor Functions Ltd may cancel bookings under the following circumstances:
  - a) If Haseley Manor or any part of it is closed due to circumstances outside its control e.g.. Fire, Flood etc.
  - b) If the client becomes insolvent or enters into liquidation or receivership.
  - c) If the client is more than 10 days in arrears with any payment due to Haseley Manor.
  - d) If it might prejudice the reputation or cause damage to Haseley Manor.
  - e) Death or serious illness of a Director of the Company.
- ii) In such an event Haseley Manor may at its discretion refund any advance payment made but will have no further liability to the client.

## 6. CANCELLATION BY THE CLIENT

- i) The following cancellation terms apply:
  - a) Cancellation over three months in advance - all deposits will be forfeit unless the facilities are re-rented during that calendar year when the deposit minus an administration charge of £100 will be returned.

In all circumstances, notification of cancellation must be made in writing and will be effective on the date this notification is received by Haseley Manor.

- ii) Any postponement of confirmed business may be considered as a cancellation.
- iii) We regret that deposits are non-refundable unless a booking is obtained from a third party on no less favourable terms.

## 7. LIABILITY

- i) Haseley Manor Functions Ltd will be liable to clients and/or persons attending the wedding for injury to persons or loss or damage to property only where and to the extent that it has been negligent but otherwise will be under no liability to them whatsoever.
- ii) The client will be liable for any loss or damage to Haseley Manor's property including walls, light fittings and equipment (including items hired for their use) or injury to any person including Haseley Manor's staff and shall indemnify Haseley Manor and its owners against any loss or liability (other than Haseley Manor's liability in i) above) arising from the wedding.

## 8. GENERAL

- i) Haseley Manor Functions Ltd will take all reasonable steps to fulfill the reservation to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least equivalent standard at no additional costs.
- ii) The client shall not be entitled to assign the booking to any third party or utilise Haseley Manor's facilities, other than for the purpose stated in the quotation letter, without Haseley Manor Functions Ltd's prior written approval.
- iii) Haseley Manor Functions Ltd reserves the right to pass on to the client additional costs for disbursements in respect of goods and services, if required sustained by a supplier's invoice.
- iv) Whilst the Haseley Manor Functions Ltd has taken all reasonable steps to ensure that the information contained in its brochure, tariffs, leaflets and advertising is accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without prior notice if necessary.
- v) Notwithstanding anything contained in these terms, Haseley Manor Functions Ltd will not be liable for any failure to perform its obligations to the client in whole or part as a result of the following circumstances:
  - a) Strikes or other Industrial action(s)
  - b) Fire or Flood at or near Haseley Manor
  - c) Civil unrest, dispute or commotion
  - d) Act of God
  - e) Legal actions against Haseley Manor, not resulting from its negligence preventing the supply of services.
- vi) No variation of these conditions shall be effective unless in writing and signed on behalf of Haseley Manor and the client.
- vii) This agreement shall be subject of the law of the Country in which Haseley Manor is situated.

Haseley Manor Functions Ltd and its owners are not responsible in any way for arrangements made by the client with the Registrar, caterers, bands, florists, and any other providers of services at the wedding.