

Please read and sign each page. The following are the terms and conditions in relation to the hire and use of Bateman's Barn 'the venue or premises' at **South Elmham Hall, St Cross, Harleston, Norfolk, IP20 0PY**. *If you have any questions about our Terms & Conditions, please ask before signing and returning. Thank you.*

Booking

A booking is not confirmed until the deposit has been paid.
A provisional booking will be held for 14 days without obligation.

Deposit & Confirmation

To confirm your booking, we require: a completed booking form; the date and confirmation that you have booked a registrar or church; the payment of a deposit of £1,500.

Any venue deposit paid to secure your wedding at Bateman's Barn will also secure daytime catering services with Funnells Kitchen (when arranged at the time of booking). Any balance payments for this in-house catering should be made directly to Funnells Kitchen.

COVID-19

Clients and their invited guests including suppliers MUST comply with any and ALL Government restrictions in place at the time of the event. The venue will work closely with its recommended suppliers and any other suppliers to offer a COVID-secure venue. The venue accepts no liability to changes made to the event due to Government restrictions.

Data Protection

We store your data recorded on your booking form for as long as is necessary to deliver our services to you and meet any legal obligations for financial record keeping. We do not sell or share your data with any other third party and once your event is complete, we remove and destroy your data from our system.

Cancellation

If you need to cancel your wedding with us, the venue, you must inform us either via email or in writing. If you have booked for a ceremony at our venue you must show either via email or in writing, that you have cancelled the registrars for our venue. Your deposit will be returned - less any real cost for work which Bateman's Barn or Funnells Kitchen carry out at your request in planning or getting ready for your wedding day. This will be charged by the hour, at a rate of £25 per hour and will include - but not be exclusive to - face-to-face meetings; food tastings; all correspondence and research; physical work carried out at the venue in preparation for your wedding.

Damages

The client shall be held responsible for any damages to the barn, B&B rooms, grounds, furnishings or equipment caused by guests of the client and shall pay to the venue on demand the amount required to make good or remedy such damage. **A refundable £300 damage deposit** is required and will be held to cover such damage. This will be included in the final invoice and will be returned to you after the event.

We are concerned for your health and safety and that of our venue. Please note that permission must be obtained from the venue owners if you wish to fix items to the walls, floors or ceilings.

General Liability

We do not accept liability for any failure to provide the services contracted which are due to circumstances beyond our control, including global pandemics; change in Government-led COVID-19 restrictions; industrial action; postal communication; flooding, storm, inclement weather; supply of electricity and water or fire alarm evacuation.

Please sign, print and date

Sign Print..... Date.....

Sign Print..... Date.....

Date of Event

Continued overleaf >>

Outside Services

Prior consent of the venue must be sought for any entertainment/decoration or services contracted for the event by the client. These must comply with statutory regulations.

Hired Services or Equipment

(eg. bouncy castles, garden games, fireworks, chocolate/champagne cascades, wedding cakes etc.) The venue accepts NO responsibility for goods/services which the client hires in for their event. It is the client's responsibility to ensure that goods/services such as those listed above conform to current Environmental Health and Safety Regulations. The venue and its staff accept no liability for injury or illness caused by use of such goods/services. The service provider or client must provide a responsible or trained person to supervise such equipment or services where necessary.

Final Numbers

Final numbers must be confirmed ONE month prior to your function.

Final payment

Full payment is due 14 days prior to the wedding/event in the event of non-payment or partial payment, you will not be allowed access to the venue.

Payment: Non-venue Services

If you have asked us, the venue, to provide items or services which we have to obtain from an outside supplier (such as cakes, flowers, hog-roasts or entertainment etc.) the charge will appear on your invoice. If you arrange any items directly with a supplier, it is your responsibility to settle the account with them.

Price Reviews

Food and drink prices are subject to an annual review post budget on 1st April.

Miscellaneous

Clients must ensure that the following appears clearly on the event invitations: 'No metal-tipped stiletto shoes'* 'Biodegradable Confetti Only'. (**Metal-tipped heels damage our oak dance floor. Rubber-tipped heels are permitted.*)

Accommodation

Only specified paying guests are permitted in the Hall. No other guests, members of the bridal party or suppliers - with the exception of hair/ make-up artists and photographers - may have access at any time, unless attending to the bride and with agreed prior permission with the owners.

Etiquette

The venue reserves the right to judge acceptable levels of behaviour of the client, guests or representatives. The client must take all steps necessary for corrective action of abusive, dangerous or damaging behaviour. In the event of failure to comply with venue's requests, the venue reserves the right to terminate the contract and stop the event without liabilities to any refund or compensation.

Drink

Only drink purchased or arranged through the venue as part of your wedding may be consumed on our premises. (Except food for babies or small children). We reserve the right to charge a corkage fee on any drinks not purchased on site. Alternatively, such drinks may be confiscated, to be returned at midnight. If neither of these solutions is acceptable to the guests, we will ask them to vacate our premises.

Client please sign, print and date.

Sign Print..... Date.....

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Date of Event.....