

Please read and sign each page of 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 7 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 non-refundable deposit of £1,500.

Cancellation

The deposit is non-returnable. Every step will be taken to re-sell a date. If we do, we will return your deposit.

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 case of non-payment or partial payment, you will not be allowed access to the venue.

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.

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

Please sign, print and date

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

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

Date of Event

Continued overleaf >>

General Liability

We do not accept liability for any failure to provide the services contracted which are due to circumstances beyond our control, including industrial action, postal communication, flooding, storm, inclement weather, supply of electricity and water or fire alarm evacuation.

Payment: Non-venue Services

If you have asked us 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 are required to make sure the following information appears clearly on the event invitations:

'No metal-tipped stiletto shoes' *

'Biodegradable Confetti Only'

(* Shoes with a metal-tipped heels damage our oak dance floor. Rubber-tipped heels are permitted.)

Accommodation

Pre-booked paying guests only are permitted in the Hall. Other guests are not permitted at any time, unless they are attending to the bride and then only with the prior permission of the owners. Hair/make-up artists and photographers have the owner's permission to attend to the bridal party as appropriate.

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.....

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

Date of Event.....