

BURNCOOSE | HOUSE

Contract between Burncoose House and the Client

Wedding Venue

Terms and Conditions of Booking

Exclusive hire of Burncoose House as a wedding venue only includes the main reception rooms and conservatory on the ground floor and the gardens and grounds surrounding the property. The hot tub is not available for wedding guests on the day of the wedding. For small in house weddings the kitchen is also available by separate arrangement for catering.

Burncoose House can sleep 14 people and is available for your guests by separate arrangement. This can be arranged with the house manager.

The following terms and conditions are to be agreed.

1. When a booking is made it must be confirmed in writing by the client within two weeks. A booking is only confirmed on receipt of a signed contract and the deposit shown on the invoice. Burncoose House reserves the right to alter prices at any time. (This will not affect confirmed bookings). On receipt of the deposit and signed contract the house manager will send confirmation via email or post.
(BACS payments to Burncoose House, Acc No: 13739775 Sort Code: 20-87-94)
2. Payment in full will be required 8 weeks prior to the event.
3. Should the client cancel the event more than 3 months in advance the deposit will be forfeited. If the event is postponed Burncoose

House will honour the booking. If there is a price increase in the interim the client will be liable for the extra cost. If the client cancels the event less than 3 months in advance they are liable for the full cost of the hire.

We strongly recommend you take out wedding insurance cover to protect your financial liability should the event be cancelled.

4. Parking is provided for guests. Cars are parked at your own risk. Burncoose House does not accept any responsibility for damage to or theft from or theft of vehicles parked.
5. For reasons of health and safety Burncoose House must have the contact details for all external suppliers and contractors. We will then contact them to ensure they have all their relevant health & safety/insurance requirements in place.
6. The opening and closing times for the house and grounds (except for those staying in the house) are from 2pm until 7pm the day before. From 8am until 1am on the day of the event and from 9am until 12 noon the day after the event for the clearing up of the site. Please ensure your contractors are aware of this. Arrangements for the erection of the marquee outside of the stated times must be agreed in advance with the house manager. (Wedding ceremony only venue hire) access to be agreed in advance with the manager.
- 7. Clients will be held responsible for any damage caused by their guests. Burncoose House accepts no responsibility for any damage or losses to guest's property however caused. Damage Deposit: A £500 damage deposit is requested in addition to the final balance payment. Any excessive damage to the property will be charged against the damage deposit. The damage deposit will be repaid to the Hirer within 7 working days after departure.**
8. No sticky tape or wire to be used anywhere in the house.
9. Loud music is to cease by midnight and the guests should have left the property by 1.00am. We request all non-resident guests to book taxis for shortly after the music finishes, in order that all non-resident guests have departed from Burncoose House by 1pm. We respectfully ask that guests depart quietly to avoid disturbing our neighbours.

10. Smoking is not allowed anywhere in the house. Smoking is permitted outside and ashtrays are provided.
11. Well behaved dogs are welcome at Burncoose House; please ensure you inform the house manager prior to the event.
12. We are unable to allow the use of fireworks of any kind.
13. Chinese Lanterns may not be used under any circumstances.
14. No confetti to be used outside, inside or on the tables with the exception of natural flower petals.
15. The client will be responsible for the behaviour of their guests, however if any guests are deemed to be behaving in an unacceptable manner the management has the right to ask the guest to leave the premises.
16. The client must ensure that the caterers are responsible for the removal of all food, drink and rubbish throughout the premises. If this is not arranged with the caterers then the client must organise the clearing of the site. If the catering is undertaken from a catering tent then that tent can be cleared the following working day between 8am and 3pm.
17. All hire equipment and marquees must be removed on the first working day after the event.
18. A list of recommended suppliers is attached which you may find useful. If you wish to use your own suppliers, we ask that we meet them prior to you confirming their services. The management reserves the right to refuse a supplier if they feel their services would mean a decline in standards.
19. Camping is not permitted within the grounds of Burncoose House.
20. Guests may leave their cars in the car park overnight but entirely at their own risk. They may not leave their cars in the driveway of Burncoose House.

- 21.If guests are holding a wedding ceremony food and drink cannot be served in that area for one hour before the wedding. This is to comply with the law.

- 22.Burncoose House does not have a licensed bar. Clients will need to make their own arrangements. It is the clients' responsibility to ensure all bottles and rubbish are cleared from the site.

- 23.Force Majeure, neither party shall have any liability under, or be deemed to be in breach of this agreement for any delays or failures in performance of this agreement which result from circumstances beyond the reasonable control of that party.

Burncoose House reserves the right to update or amend these terms and conditions without prior notice in order to comply with new legislation or health and safety updates. March 2017

BURNCOOSE HOUSE
TERMS AND CONDITIONS

By signing this document you agree to accept and abide by our terms and conditions.

Bride's signature.....

Print name.....

Groom's signature.....

Print name.....

Date:.....

Signature of acceptance.....

Date of Wedding/Event.....

Deposit paid.....

Address:.....

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Telephone number.....

Email