

Elms Barn Terms & Conditions

As with all Terms & Conditions, there are a lot of points, which should be carefully read and understood prior to giving a deposit to go ahead with a wedding at the Elms.

1. In signing this it is understood that you have read the accompanying literature and you agree to all the elements of it.
2. For weddings booked more than 12 months in advance we will require a non refundable deposit of 25% of the barn rental (including VAT) to confirm the booking. A further non refundable down payment of 50% of the remaining balance is required 12 months ahead of the wedding date. A non refundable deposit of 50% of the barn rental including VAT will be required to confirm your booking if your wedding date is within a 12 month period.
3. Until we receive the deposit your booking is deemed as provisional and we reserve the right to sell the date.
4. Minimum day numbers on a Saturday are 80 guests with a minimum of 60 guests on a Wednesday.
5. There will be a payment schedule commencing 3 months prior to the event, which will be sent to you via an estimate once we have discussed your requirements in full. You will be expected to adhere to the schedule of payments, if you fail to do so we reserve the right to cancel your wedding. All down payments are non-refundable.
6. In the unlikely event of cancellation, we regret that all deposits and down payments are non refundable. We strongly recommend the purchase of Cancellation Insurance for Weddings.
7. In the unlikely event of us being required to be closed as a result of government intervention we will both agree to postpone and look to agree and rearrange another date. In this circumstance a minimum of 50% of the 12 week payment is due at the original 12 week stage with the balance falling due to be paid 12 weeks prior to the rearranged date. Such eventuality does not cancel the contractual obligations of either party.
8. The final details for all events must be agreed at least one month before the function date. Changes to any arrangements made with the proprietors must be submitted in writing at the earliest possible date and agreed with them.
9. There is a charge of £100 to use the Bentley for onsite weddings and £200 for the use of the Bentley for a church wedding.
10. The owners reserve the right to cancel any booking without any liability on their part in the event of any damage or destruction of the Elms Barn by fire or any other cause beyond their control, which shall prevent them from discharging their obligation in connection with any booking. In such cases all fees paid will be returned forthwith. Elms Barn will not be responsible for any consequential loss arising from this condition.
11. In the event that the date selected for the marriage ceremony is affected by an event over which the parties have no control which may then bring into play the Law Reform (Frustrated Contracts) Act 1943 (the Said Act) or any statutory amendment or re-enactment of the same the parties shall not regard this contract as at end but use their best endeavours to agree another date that will not be affected by the events that gave rise to the Said Act first affecting this contract.
12. In the event that damage occurs to the Owner's property or to any fixtures or fittings (to include the house, the barn, the marquee, the cottages, Stackyard Lodge and gardens) the client will be responsible for reimbursement in full. The Owner will obtain three quotations for any remedial work, and by agreement with the client, accept the quotation that will most closely restore the item to its original condition.
13. The property has areas of potential water hazards (ponds and moat). Clients will be made familiar with these and it will be their responsibility to brief their guests and visitors. All children are the responsibility of their parents; please watch them at all times!
14. Elms Barn has a written Complaints Procedure, which is available on request. Complaints must be made in writing within one week of the function. The proprietors will investigate and reply to all complaints within one week.
15. It will be the client's responsibility to specify and liaise with the sub-contractors (taxis, photographer, registrar, etc.)
16. Please understand that on hiring your own band/disco the contract is between you and your entertainers.
17. Elms Barn itself and the marquee area are non smoking areas.
18. Teena is our in house florist. We do not allow anyone else to produce the flowers at Elms Barn.

Catering/Bar Terms & Conditions

1. All dishes are subject to availability.
2. Most weddings are booked many months in advance and, whilst doing our best to hold our prices, there are bound to be price increases on food, wine, flowers etc. The rental of the barn is fixed at the signing of this contract.
3. All prices, apart from the rental of the barn, are subject to change.
4. While it is possible to have multiple-choice menus, we advise you to select one starter, main course and pudding from the menus, or if you are concerned about having to make this decision we would suggest a buffet. There will be a 15% increase on the food to offer a choice.
5. There will be additional equipment charges made for parties exceeding 120 guests, or for any specialist equipment requests. Fully itemised quotes will be provided for any additional equipment required.
6. We will need a final figure of guest numbers four weeks prior to the event. Once we have your confirmed numbers we will order the food accordingly, unfortunately if your numbers fall below the final figure given you will be charged for the initial numbers. For example if you confirm your numbers as 100, but only 90 guests attend you will be charged for 100 guests.
7. We require a minimum of 24 guests for a pre wedding event to take place in the marquee or a post wedding breakfast or event to take place in the barn.
8. All children 10 and under eat at half price from the main menus or they may have from the children's menu.
9. You may supply your own wines with a corkage fee of £15 per 75cl of still wine and £17.50 per 75cl of Champagne or Sparkling wine.
10. The bar calls last orders at 11.20pm, bar closes at 11.40pm, 11.45pm music finishes, 12am Carriages.
11. All bar tabs **must** be settled at the end of the evening.

I have read and accept Elms Barn and catering terms and conditions

Please make cheques payable to Elms Barn Limited

I enclosed a deposit of £ for my function on

with the agreed rental price £ +VAT

Bride:

Print name:

Dated

Groom:

Print name: