



FIELD PLACE
Manor House & Barns

Wedding
Terms and conditions

Definitions

Client shall mean the person or persons signing the Booking Form. We appreciate that on occasions someone else (such as a parent) may wish to make payments to us on your behalf, but please note that unless we agree otherwise with you in writing, the person signing the Booking Form is legally responsible for any payments due to us.

Hire Period shall mean from 09.00am to 12.00 midnight on the day of your Wedding.

Venue means the Chichester Room in The Manor House, The Pavilion Barn or The Barn, or The Pavilion Lawns, within the grounds of Filed Place Manor House where your wedding is agreed to be held.

Wedding also means (where applicable) a civil partnership.

Hardings Catering means our sole in house Caterers.

Working Day means a day other than a Saturday, Sunday or a public holiday.

1. Making your booking

- 1.1 We would be delighted to hold a provisional booking for you for a maximum of 14 calendar days. During this time, should a further enquiry be received, we will notify you and reserve the right to ask you for immediate confirmation or instruction to release the provisional booking.
- 1.2 After informing us that you would like to proceed, a £500.00 deposit is immediately payable in full. Payments can be made in cash, by BACS or by most credit/debit cards. A contract will then be e-mailed over to you for signature. If the signed contract is not returned within 10 calendar days then we reserve the right to release the provisional booking and re-let the venue.
- 1.3 Please note that once you have signed and returned the booking form and we have received the deposit, a contract exists between you and us. From this point onwards, the deposit you have paid is not refundable.

2. Your wedding hire will include the following options:

- 2.1 Manor House: When hiring The Chichester Room or The Oak Room for your Civil Ceremony, it will consist the civil ceremony room only, the garden in front of the Manor House and Guest Car Parking.
- 2.2 Barns: When hiring the Barns, it will consist of the Pavilion Barn and or The Barn (depending if you have exclusive use).
- 2.3 When hiring the Wedding Gardens, it will consist of the Wedding Gardens and your back up choice of ceremony room if the weather is inclement.
- 2.4 Included in your hire of the venues is the provision of tables and chairs consisting of: House: Up to 95 chairs (to seat 95 people). Barns: Up to 130 chairs and 12 round tables (to seat 120 people).
- 2.5 Hardings will provide all crockery, cutlery, glasses and table linen. The Client will ensure that neither they, nor any of their guests, bring any food or beverage into the venues unless agreed by us in advance (excluding your wedding cake).
- 2.6 Corkage is not permitted.
- 2.7 Self-catering is not permitted.
- 2.8 Our venues are fully licensed and we can provide a staffed cash bar upon request from 11am. Last orders at the bar are 15 minutes prior to the bar closing. The fully staffed pay bar service is included within the hire charge from our caterers. NB: to comply with the licensing laws, the sale of alcohol by the Client is strictly prohibited.

3. Price

- 3.1 The price of your venue hire will be set out in your contract with Field Place Manor House for use of each of the rooms and the location for your civil ceremony (if applicable).

4. Food & Beverage

- 4.1 Hardings will provide menus and pricing information regarding Food and Beverage.
- 4.2 Hardings will provide all the Food and Beverage requirements for your wedding day. We will inform them of your booking so that they can lease with you directly.
- 4.3 Should you need to change the date of your booking you must send written request of this, we will respond with written confirmation along with an updated contract.
- 4.4 The final payment for venue hire is to be paid 2 calendar months before your wedding date..

5. Your responsibilities

- 5.1 It is your responsibility to book the Registrar for your civil ceremony. If you have not booked the Registrar before making your booking application with us, we advise you to do so as soon as possible after you have received our confirmation of booking.
- 5.2 Your hire of Field Place Manor House is for the use of your contracted event, and not for any other kind of event here.
- 5.3 No person who is not a party to our contract with you shall have any rights under or in connection with the contract.
- 5.4 Sub-letting of Field Place Manor House is prohibited and will result in cancellation of your contract with us.
- 5.5 You must comply with, and use your reasonable endeavours, to ensure that your guests comply with all reasonable instructions from South Downs Leisure and Hardings staff intended to ensure the safety of the venue and your guests.
- 5.6 Any damage caused to the Venue, its equipment, contents or fittings will be invoiced to you, the client, within 7 days of your event. If the damage has a detrimental effect on any subsequent bookings and causes loss of business this will be included in the invoice raised.
- 5.7 We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue. We will not tolerate any abusive behaviour by guests to any other guests or members of our staff or the consumption of illegal substances on the premises.
- 5.8 We reserve the right to ask anyone acting inappropriately to leave the event.
- 5.9 Vacating the premises must be complete within half an hour of the end of hire time, otherwise charges will apply to you, the client of £100.00 per every additional hour.

6 Third Party Wedding & Event Suppliers

- 6.1 Details of third party suppliers we provide to you are intended to help you in arranging other services to be provided in connection with your wedding.
- 6.2 If you do engage these or any other third-party suppliers, we accept no responsibility for their performance of services and you should take up any complaints with them directly. You are also responsible for paying their charges directly.
- 6.3 Suppliers requiring use of our electrical supply must have proof that their equipment is PAT tested; and that they hold a public liability license.

- 6.4 Any items that require working at height must be covered by the event supplier's liability insurance, and they are required to provide their own ladders or equipment for working at height. We reserve the right not to allow into the venue any third-party suppliers who do not meet our requirements intended to ensure the safety and welfare of property and people at the venue.

7 Cancellation of the confirmed booking by you

- 7.1 In the unfortunate circumstances that you have to cancel or postpone your confirmed booking with us, we respectfully ask that this is done in the first instance verbally and confirmed in writing within 5 calendar days.
- 7.2 Depending on when you cancel, the cancellation charges you must pay shall be determined by reference to the table below. We will tell you the exact cancellation charges once we know whether or not we have been able to resell the date, and you must pay the charges within 10 calendar days of our invoice.

8 Cancellation charges

Between 9 and 12 months or more before your scheduled wedding day:

The amount of your deposit, which is non-refundable at the time of booking.

Between 6 and 9 months before your scheduled wedding day:

Up to 25% of the total venue hire price.

Between 4 and 6 months before your scheduled wedding day:

Up to 50% of the total venue hire price.

Between 2 and 4 months before your scheduled wedding day:

Up to 75% of the total venue hire price.

Less than 2 months before your scheduled wedding day:

Up to 100% of the total venue hire price.

9. Cancellation by Us

- 9.1 We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if you do not pay us the balance of your wedding package price by the date due for such payment.
- 9.2 If we cancel your booking you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when we cancel, the cancellation charges you must pay will be determined by reference to the table set out under cancellation charges.

10 Events Outside our Control

- 10.1 We shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as reasonably practicable.
- 10.2 If, as a result of such events, we believe we have no alternative but to cancel your booking, we shall use reasonable endeavours to help you find an alternative venue of a similar standard for a similar price but our sole liability to you shall be to refund you any money you have paid towards your wedding package.

11 Limitation of our liability to you

- 11.1 Our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your wedding package. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into, or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.
- 11.2 Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.
- 11.3 We strongly recommend that you consider Wedding Insurance to protect you against any cancellation or abandonment. Insurance can also cover all other elements of your wedding day for each of your Suppliers, property damage at or to the venue or its contents, third party insurance and third-party damage.

12 Venue refurbishment & decoration - changes to the venue

- 12.1 We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your wedding. For example, we may have to make changes to the décor and colour schemes of the rooms.
- 12.2 We will notify you of any significant changes but unless the change is one which is likely to fundamentally change the nature of your wedding experience, we will not offer a refund, costs or compensation.

13 General

- 13.1 If only one person is making the wedding booking, that person confirms that he or she has the authority to make the booking on behalf of both persons intending to be married and named on the form. Our contract will therefore be with both such persons.
- 13.2 The use of candles is permitted; however, the candles must be positioned within a heatproof holder or candelabra.
- 13.3 Fireworks, Chinese Lanterns are not permitted. Sparklers are permitted if used outside. Hire of the Pavilion Barn includes use of the Firepit in the rear Pavilion Garden.
- 13.4 With working at height regulations we are not permitted to allow the client to enter into venue decoration that involves working at height; only venue suppliers who have liability insurance are permitted to use ladders.
- 13.5 We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed into the venue or surrounding areas within Field Place Manor House.
- 13.6 We regret that the venues at South Downs Leisure Enterprises do not accept responsibility for any loss or damage to vehicles or other property howsoever caused while within the Estate.
- 13.7 The terms of this contract shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.
- 13.8 Helium balloons are not permitted.
- 13.9 Fresh or dried flowers are permitted for use as confetti, however biodegradable and all other forms of confetti are not permitted. Confetti Cannons are also not permitted.

14 General Data Protection Regulations (GDPR)

- 14.1 Data collected includes email address, telephone number & postal address. This data is collected for use in the formation of your Wedding contract. Your data will not be shared with any third parties without your consent. Data will be passed on to Hardings Catering and suppliers once you have confirmed your wedding package. Data collected will be stored for 7 years after the date of your event. If you require your data to be removed from our system prior to, or at any point during the period, we will be more than happy to do so.
- 14.2 Following your wedding, we will be in contact to ask you for feedback about your event with us. This will include inviting you to vote for Wedding Venue competitions that we enter following your event.

15 Controlled substances & alcohol

15.1 As a licensed venue, we strictly follow a zero-tolerance policy for any form of controlled drugs. Failure to comply with the Misuse of Drugs Act 1971 would severely jeopardise our licence, that is to say:

The Misuse of drugs act:

Section 5.1 - it is illegal for a person to have a controlled substance in their possession.

Section 5.2 - makes having possession of the controlled substance an offence.

Section 5.3 - makes it an offence for a person, whether lawfully or not, with intent to supply to another

Should controlled substances be discovered on site the following action will be taken:

- 15.2 Immediate Action: Contractually and legally we have the option to stop the wedding. In the first instance with your co-operation we would locate the person or persons concerned, ask them to surrender the substance and leave the premises. Should the person not be forthcoming we would have no option but to ask all the guests to leave the site or call the authorities.
- 15.3 Whilst you may not believe that anyone would do this during your wedding day please think about how best to get the message out to your guests as we take this matter very seriously with a zero-tolerance policy. The last thing that we want is for your wedding to be adversely affected by this and to cloud your memories.
- 15.4 Provision of alcohol bought from elsewhere and brought into our venue with the individual's intent to consume on-site will result in the item(s) being confiscated from said person and returned at the end of the event to you.
- 15.5 We are unable to allow alcoholic "favours" at weddings. All beverages must be purchased onsite.

I, the client, hereby agree to the terms and conditions of use at Field Place Manor House, part of South Downs Leisure.

Date of Event Area(s) Booked.....

Civil Ceremony Room Booked Times of Hire.....

Client's Signatures

Client One: Date Signed:

Name Signature

Client Two: Date Signed:

Name Signature