



WYNYARD HALL

VERSION 1

# TERMS & CONDITIONS WEDDINGS

## Use of Wynyard Hall and the Grand Marquee

**“Wynyard Hall” includes all areas within the estate i.e. the Hall, the Chapel, the Grand Marquee (interior, exterior, fixtures and fittings), the Spa, all parkland and gardens.**

Your guests and you may only utilize the areas of Wynyard Hall that are specified in the final copy of the Event Synopsis. Weddings held in The Grand Marquee are not permitted to access the grounds of The Hall; and Weddings held in The Hall are not permitted to use The Gardens and Grand Marquee.

We respectfully advise there is no provision for our lounge furniture to be used in the function suites.

Live Entertainment within the public areas should be of an acoustic nature and with no artificial sound amplification.

Any fixture, fittings or decoration of Wynyard Hall must remain in situ throughout the wedding; any other arrangements are at the discretion of Wynyard Hall.

Any candles used on the day must be provided in containers high enough to cover the flame. Any arrangements that do not meet these requirements will not be lit on the day.

Wynyard Hall reserves the right to refuse any arrangements that are deemed dangerous and not in line with the company’s Health and Safety policy.

The release of Chinese Lanterns and balloons is strictly prohibited anywhere in the grounds of Wynyard Hall.

Silent fireworks are permitted for release within the grounds of Wynyard Hall on certain days of the year. This is strictly by prior arrangement with Wynyard Hall and you must have written confirmation from your Wedding Coordinator. There are limitations to the use of fireworks and only approved suppliers are permitted. If fireworks are released by you or your guests without authorisation, your event will be stopped until the situation is under control, the offenders will be asked to leave the premises and the police will be called.

You will be liable for the cost of repairs carried out as a result of damage caused to any part of the Hall, Marquee, gardens, parkland, or equipment therein/on, by negligence, wilful act or default by you, or any person invited by you or present on your behalf at Wynyard Hall.

## Personal Items

If any items are to be delivered to Wynyard Hall before the wedding, arrangements must be confirmed in writing with your Wedding Coordinator at least 2-weeks prior to your wedding. The delivery should take place no sooner than 48 hours prior to the wedding day, wedding cakes and perishables no sooner than the morning of the wedding. All delivery times should be agreed in writing with your Wedding Coordinator. We will refuse items if they are delivered outside these hours as it could impact on other weddings and events taking place in the Marquee and Gardens.

Deliveries through The Gardens are strictly before 9.30am and after 5.30pm.

We will not accept deliveries of or store clothing, including bridal attire.

Wynyard Hall will make its best endeavours for the safe keeping of such items. Any equipment or personal effects brought into Wynyard Hall by you or other persons remain at your own risk and Wynyard Hall will not be liable in the event of any loss, theft or damage and no compensation will be offered to replace such items.

All items should be collected within 24 hours of your Wedding, unless agreed in writing with your Wedding Coordinator. Any leftover items will be presumed unwanted and will be disposed of.

Cloakrooms are provided for the convenience of you and your guests, any goods deposited in such cloakrooms are at the owner's risk and without obligation on part of Wynyard Hall.

## Entertainers & 'Third Party' Suppliers

Wynyard Hall has a recommended supplier list. Each recommended supplier has been taken through a thorough accreditation process, which enables us to monitor the quality of their work, protect the Hall and ensure they comply with health and safety legislation. We require a written list of all suppliers you intend to use with a brief description of what they will be providing at least 1-month prior to your Wedding.

You will need our written agreement if you wish to use any external suppliers for equipment, entertainment or other services. If unsure, please check with us before making a commitment to a third party.

Whilst we are able to oversee up to 10 suppliers on the day of your wedding (e.g. room decor, florists, entertainers) and install basic decorations free of charge, we reserve the right to charge if your requirements demand more comprehensive management and staff time. If applicable you will be informed of any additional charges and provided with a quotation in writing at the time of enquiring.

Wynyard Hall Ltd. reserves the right to refuse any form of proposed entertainment that it considers would be detrimental to its reputation or disruptive for other guests using our facilities. The use of Chocolate Fountains, Ice Sculptures, Strobe Lighting and Dry-Ice Smoke Machines is prohibited. Wedding items or signage are not permitted in public areas, including but not limited to The Restaurant, Statue Gallery and Terrace.

Where guests have chosen to book their own entertainers/use third party services they should ensure:

1. A current public liability insurance certificate with at least 10 million pounds worth of cover for the supplier is provided to Wynyard Hall Ltd. Wynyard Hall reserves the right to deny any third party services, if these documents are not received prior to the date of the event.
2. Our permission has been granted before any electrical equipment including amplification and lighting may be used. Appropriate PAT (portable appliance) test certificates are to be provided.
3. Electrical equipment connected to our supply must have been assessed in advance to ensure it does not overload the electrical circuits.
4. Entertainers who have not previously worked at Wynyard Hall must make a visit prior to the function to ensure they are aware of our requirements, the physical constraints of the room in which they will perform, and to agree their equipment lay-out which will be noted in the function's file.
5. If you have asked us to provide items or services which we have to obtain from an outside supplier (for instance flowers, coloured napkins, entertainment) the cost for these will

appear on the invoice. Suppliers will be advised that we will not be responsible for their payment until you have paid Wynyard Hall Ltd.

6. It is your responsibility to ensure any external suppliers are aware of Wynyard Hall's AV/technical capabilities and restrictions (see AV manual). In The Grand Marquee, all suppliers must use the AV equipment provided. No additional amplification can be installed and suppliers must connect to the sound limiter. A site visit and full sound check prior to the event is essential.
7. External catering suppliers must provide a HACCP plan. We recommend that this is submitted for approval prior to confirmation of the supplier. This document must meet Wynyard Hall's specification and standards, or the supplier will not be permitted on the premises.

All third-party suppliers must comply with instructions received during the course of your wedding day from the duty manager.

## Insurance

With regard to loss of or damage to public property, we strongly advise that you make provision to insure any property brought onto the premises. Wynyard Hall Ltd. will not accept any further liability than is required by the provision of 'The Hotel Proprietors Act 1956' as displayed at reception. In the unlikely event of the cancellation of your wedding, it is recommended that an insurance policy be taken out to cover all expenses.

## Other Events at Wynyard Hall

Only one wedding will be held within the Hall per day however there may be other events and/or Weddings taking place within the Grounds on your Wedding day if exclusivity has not been agreed. If you are getting married in the Grand Marquee, you will not have access to the Hall at any point throughout the day. Likewise, couples getting married in the Hall cannot access the Marquee, or surrounding gardens / grounds.

## Public Holiday Periods & Special Occasions

Requests for weekend bookings to take place on Bank Holidays, throughout December and in particular Christmas, New Year, & Easter periods, St. Valentine's Day & Mothering Sunday, will only be accepted at the discretion of the Managing Director or General Manager.

## Accommodation

The provision of overnight accommodation at Wynyard Hall is subject to availability and cannot be guaranteed unless you make separate reservation and deposit payment with our Reservations Team at the time of booking the wedding.

Couples who are married in the marquee cannot stay overnight in the Hall. Subject to availability we will provide an overnight stay in one of our cottages on the night of their wedding.

You will be contractually responsible for all accommodation related charges incurred by guests for whom you have directly arranged accommodation at the Hall unless we are notified in writing to the contrary by such guests.

Should all bedrooms be booked on the day of your wedding we will suggest alternative hotel accommodation in the area but will not be able to offer further accommodation within the Hall.

All bedrooms operate on a first come, first served basis. Other than the bedroom reserved for the Bride & Groom on the night of their Wedding, no other accommodation will be provisionally held unless a deposit has been paid.

## Wedding Breakfast and Evening Reception

Your guests or you may not bring any food or beverage items for consumption at Wynyard Hall without our written consent. Wynyard Hall Ltd. does not permit unused food to be taken off the premises for consumption at a later time and no refund is made for discarded items.

## Minimum Spend / Guest Numbers

All bookings incur either a minimum spend and/or minimum guest numbers. This information is provided in writing as part of your quote.

## Maximum Room Capacities

Maximum room capacities are indicated on the web site and can be discussed with the Wedding Coordinator. Please note: maximum guest capacities will be reduced when entertainers and their equipment are required.

## The Marriage Ceremony

All terms and conditions required by statute must apply to your ceremony arrangements. A room hire charge is levied in accordance with the appropriate current tariff details. Neither you nor Wynyard Hall Ltd is entitled to exclude members of the general public from attending unless the room's licensed capacity has been reached.

The ceremony element of your wedding day arrangements, if being held at Wynyard Hall, cannot be guaranteed by Wynyard Hall staff. It is your responsibility to confirm the ceremony booking and all necessary arrangements with the Parish (for Chapel Ceremonies) or Superintendent Registrar (for Civil Ceremonies). Should you be unable to confirm or proceed with the ceremony for any reason outside Wynyard Hall Ltd control no refunds will be given and cancellation charges would apply to any cancelled bookings.

## Confetti

We respectfully request that all confetti used on the premises is bio-degradable and is permitted to be thrown in the area outside the Chapel only. Confetti not be used within The Grand Marquee and Gardens.

Wynyard Hall Ltd reserves the right to levy an additional charge to cover the clearing costs should you or any person invited by you or present on your behalf at Wynyard Hall fail to comply with these regulations.

## Corkage (Hall)

Corkage is not permitted in the Hall. While we allow alcoholic miniatures to be brought in as favours for guests, they must be 50ml or less. Larger volumes are not permitted to be brought onto the premises and will be confiscated, unless given as Thank You gifts at which point they must remain unopened for the entirety of the event.

## Corkage (Marquee)

Corkage is permitted in the Marquee only. The following charges apply:

### **Price per bottle**

Spirits	£25
Champagne	£25
Sparkling / Prosecco	£20
Wine	£15
Soft drinks (2l)	£2
Cordial	£1
Beer – to be supplied by Wynyard Hall	

A delivery date and time should be agreed in writing with your Wedding Coordinator. A member of Wynyard Hall will be available to check your delivery, however it is your responsibility to load the delivery into The Grand Marquee.

Payment for all drinks delivered is required prior to the event and a refund for any unopened bottles will be made following the event.

All draft beer must be provided by Wynyard Hall. You may set up a bar tab with your Wedding Coordinator to cover any draft beer sold during the Wedding.

## Your choice of Food & Beverage

Menus, wine list, and bar drinks items and their prices may be subject to long term changes, those provided initially may only be used as a guide. Wynyard Hall Ltd. reserves the right to impose tariff changes on all bookings at any time but particularly as a result of changes in government levies such as excise duties and the VAT rate. Your final choice of pre-meal drinks, wine and menus, and their cost, shall only be made and confirmed within the 4 months prior to your function. In the event our suppliers are unable to provide your original choice of wines they will recommend a substitute at the same price. If this substitute is not acceptable to you Wynyard Hall Ltd. reserves the right to request a new choice is made from the list at its published price.

## External Caterers (Marquee Only)

External “specialist” caterers are permitted in The Grand Marquee, but not in the Hall. External catering suppliers must provide a HACCP plan. We recommend that this is submitted for approval prior to confirmation of the supplier. This document must meet Wynyard Hall’s specification and standards, or the supplier will not be permitted on the premises. You are required to attend a meeting with the caterers and Wynyard Hall at least 2 weeks prior to the event to run through your requirements. Wynyard Hall does not accept any liability for approved suppliers. Any damage to Wynyard Hall equipment / furnishing will be deducted from your damage deposit.

## Wedding Breakfast

Your choice of menu items must include a set menu of a minimum 3 courses + coffee/tea and a Drinks Package must be chosen for all guests attending. Choice menus can be offered (pre orders required) at a supplement and dependent on your guest numbers.

## Cheese

Cheese courses can be supplied by Wynyard Hall however if a Cheese Cake is supplied as well as a Wedding Cake, a supplement will be charged. An additional charge will be put in place for accompaniments such as grapes and crackers. Please speak to your wedding coordinator regarding this.

## Evening Reception Food

During the evening reception a per-person charge no less than that of the current 'evening buffet' menu price will be levied and the total number of confirmed guests must be catered for. To ensure compliance with food hygiene and health & safety legislation, once removed from temperature control in the kitchen, buffet food may only be left available for consumption for a maximum of 1 hour, thereafter all food will be removed and must be discarded.

## Provisional Booking

Provisional bookings will be retained for 14 days with no obligation on either party to confirm, we reserve the right to release the booking at any time after this period.

## Confirmation and Deposit

To guarantee your booking we require a meeting to confirm anticipated numbers attending both the wedding breakfast and the evening reception, rooms you are intending to use and a non-refundable, non-transferable deposit at the prevailing rate. Your agreement to our prevailing Terms and Conditions will be automatically implied upon receipt of your confirmation and /or deposit however you will also be requested to sign a copy of said Terms & Conditions.

## Room Hire & Facilities Charges

A Room Hire charge is made in relation to Ceremonies and the Function Rooms used for the consequent wedding celebrations and the tariff will be directly related to the number of function rooms used. Wynyard Hall Ltd reserves the right to impose tariff changes on all bookings at any time but particularly as a result of changes in government levies such as excise duties and the VAT rate.

## Prices

Food, drinks items and all tariff charges are reviewed at the discretion of Wynyard Hall.

## Confirmation of Final Numbers & Arrangements

Your finalised arrangements including the confirmed number of guests attending will be required no later than 4 weeks prior to the wedding day. A copy of the Event Synopsis will then be sent for your approval together with our pro-forma invoice which will be based on confirmed numbers. This will require full settlement no later than 2 weeks before the wedding. Please keep us informed if the numbers attending the event change. Any increase in final numbers that are able to be accommodated

must be confirmed in writing and will be reflected in the final invoiced total. No refund, credit or transfer will be given for any decrease in final numbers indicated on the invoice.

## Payment Terms

**Confirmation Meeting** – After your initial viewing of Wynyard Hall, a confirmation meeting will take place to agree all costs prior to a deposit being paid.

**Deposit** – Non-refundable and non-transferable 20% deposit payment (of estimated cost of Wedding) due in order to confirm the booking.

**1-Year Update** – Your Wedding Coordinator will contact you 1-year prior to the Wedding date for an update. This can take place in person or over the phone / via email. At this stage a further 10% payment is required (based on estimated cost of Wedding). Payment is due 14-days from the date of issue. Failure to submit payment of the pro-forma invoice within the specified time may result in cancellation of the event.

**Second Planning Meeting** - This will take place approximately 6 months prior to the wedding date. A copy of the Event Synopsis and pro-forma invoice will then be sent for your approval and at this stage 50% of the invoice total is required. The invoice will be estimated based on the numbers confirmed at the time. Payment is due 14-days from the date of issue. Failure to submit payment of the pro-forma invoice within the specified time may result in cancellation of the event.

**Damage Deposit (Marquee only)** - Please note that for Weddings in the marquee, we require a £2500 damage deposit (payable alongside the final balance) in addition to the quoted Wedding Package. Your damage deposit will be refunded no later than 2 weeks after your event, minus any deductions for damage caused. This deposit will cover damage (not exclusively) to fixtures, fittings, any breakages, loss of equipment, extensive cleaning and stains.

**Final Meeting** – Following a final meeting approximately 4 weeks prior to the wedding date, the remaining balance of the finalised costs is due within 7 days of the issue date, but not later than 2 weeks before the wedding. Where payment is made by cheque, please allow an additional 4 weeks for this to clear. Failure to submit payment of the pro-forma invoice within the specified time may result in cancellation of the event.

**Charges on the day** – Any additional charges for goods / services not requested in advance, but provided on the day of the event must be settled in full on departure.

**Final Invoice/ Adjusted Charges** – This will be issued after the event and only if there are outstanding charges / refund due following the event.

**Refund** – In the event of a refund being required, where possible, the refund will be made on the credit / debit card that was used for payment of the balance. Alternatively a cheque payment will be issued. We aim to process all refunds within one week of the event taking place.

Please note that if any payment is not received by us by the agreed date then legal proceedings will be undertaken. You will be liable for any costs incurred by Wynyard Hall should the legal proceedings take place.



## If You Cancel

In the event of a cancellation the following charges will apply:-

Cancellation more than 1 years notice	Loss of deposit
Between 9 and 12 months' notice	30% of the total booking value
Between 6 and 9 months' notice	50 % of the total booking value
Between 3 and 6 months' notice	75% of the total booking value
Less than 3 months	100% of the total booking value

The non-refundable deposit will be deducted from the cancellation charge total. The amount due will be levied, and payment required, immediately following the cancellation.

The charge is made on the estimated food and beverage value (where necessary we will use prices based on the most frequently used items from the current tariffs) and is based on the number of persons attending both day and evening receptions as confirmed at the time of booking, or the confirmed final numbers where provided. This excludes bar drinks from the evening function other than those requested in advance by you.

## Cancellation by Wynyard Hall Ltd.

We reserve the right to refuse your booking at the time of your enquiry without providing a reason. We reserve the right to cancel the booking at any stage if

1. You become insolvent or in the case of an individual, become subject to a bankruptcy petition, enter into liquidation or receivership.
2. Your actions or omissions give us reasonable cause for concern in respect of receiving payment for the function. We consider the consequences of accepting or continuing with arrangements for your booking might damage the reputation of Wynyard Hall Ltd. and or adversely affect other guests using Wynyard Hall's facilities.
3. Where your event will be compromised should any part of Wynyard Hall or its environs have to be closed due to circumstances outside the control of Wynyard Hall Limited.
4. You do not issue payment within the agreed timeframes (see "Payment Terms").

**Wynyard Hall Ltd. reserves the right to revise these Terms and Conditions at any time**

## Signatories

Please date, sign and return a copy of this document **IN FULL** to Wynyard Hall.

This is to be signed by both parties. Please note, by signing this document you are jointly liable for adhering to the terms and conditions.

This agreement is made between Wynyard Hall Ltd and the couple to be married, named below. Wynyard Hall is unable to accept any instructions or divulge information about your Wedding to any other party, unless agreed in writing.

We recommend you retain a copy for your own records.

<b>Date of Wedding</b>	
<b>Minimum Spend</b>	

<b>TO BE COMPLETED BY THE CLIENT</b> <i>I have read and agree to the terms and condition indicated in this document and am / are the person(s) contractually obligated to Wynyard Hall Ltd. for the organising and payment of this event.</i>	
<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>TO BE COMPLETED BY THE CLIENT</b> <i>I have read and agree to the terms and condition indicated in this document and am / are the person(s) contractually obligated to Wynyard Hall Ltd. for the organising and payment of this event.</i>	
<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	