

Standard Terms & Conditions

For the hire of Abbotsbury Gardens - between Abbotsbury Gardens and the hirer.



- 1.0 **Bookings**
- 1.1 It will be clearly established which part of the Gardens are available to the client. The duration of the hire and any goods or services that are included within the hire charge will be agreed at the time of booking.
- 1.2 Bookings shall only be deemed accepted by Abbotsbury Gardens when the deposit payment has been received and the Terms and Conditions form is signed and returned.
- 2.0 **Prices**
- 2.1 The hire charge for the Gardens will be agreed in advance.
- 2.2 Written estimates of charges for additional services will be given.
- 3.0 **Terms of Payment**
- 3.1 Payment of £500 or 50% whichever is the greater, of the Garden hire is required to secure the booking.
- 3.2 Balance of the venue hire will be invoiced in advance and must be paid three months prior to the event.
- 3.3 Additional services provided by Abbotsbury Gardens will be invoiced in advance and must be paid one month prior to the event (payment terms for external services to be arranged with the chosen suppliers).
- 3.4 VAT will be charged at the appropriate rate where applicable.
- 3.5 If the hirer fails to pay by the due date, Abbotsbury Gardens shall be entitled to charge interest at the rate of 3% per month, on the amount unpaid, until full payment is made.
- 4.0 **Numbers Attending**
- 4.1 In order to comply with Fire Regulations, Abbotsbury Gardens must be informed in writing of the number of people attending a function.
- 4.2 Abbotsbury Gardens reserve the right to limit the numbers attending, where appropriate, for Health & Safety reasons.
- 5.0 **Cancellation**
- 5.1 Cancellation by the hirer will incur the following charges:-
Cancellation between 12 calendar months and 3 calendar months of the event = 25% of the Gardens hire charge balance owed.
- 5.2 Cancellation between 3 calendar months and 1 calendar month = 50% of the Garden hire charge balance owed.
- 5.3 Cancellation less than 1 calendar month prior to the event = 100% of the Garden hire charge balance owed.
- 6.0 **The Hirer's Use of Abbotsbury Gardens**
- 6.1 The hirer and persons attending the event shall:-
Obtain and comply with all licences, certificates, statutory or otherwise and other regulations relating to the event.
- 6.2 Leave promptly at the appropriate time and obey any reasonable request made by Abbotsbury Gardens' employees, and do not act in an improper or disorderly manner.
- 6.3 Not carry out any electrical or other works including amplification and lighting without Abbotsbury Gardens written consent.
- 6.4 Not bring any dangerous or hazardous items onto the property and remove any items promptly when requested by Abbotsbury Gardens.
- 6.5 Not employ or ask for quotes from companies providing ancillary services (such as florists, equipment hire, photographers) without prior consent of Abbotsbury Gardens. A list of nominated or recommended suppliers is available.
- 6.6 Not consume food or drink on the premises not supplied by Abbotsbury Gardens or its authorised caterers without Abbotsbury Gardens prior written consent.
- 6.7 Not fix materials of any kind to any floors, walls or ceilings without prior written approval from Abbotsbury Gardens.
- 6.8 If candles are to be used, they must be in fire proof containers to prevent wax dripping onto furniture or fittings - prior liaison must be carried out with the Abbotsbury Gardens wedding co-ordinator, regarding positioning of same.
- 6.9 Parking arrangements must be agreed in advance. Overnight parking is permitted, but only in the designated Public Car Park.
- 6.10 Undertake whatever steps may be necessary to prevent access to unauthorised areas and to prevent undue litter, nuisance or damage.
- 6.11 The client shall be responsible for repairing any damage to Abbotsbury Gardens caused during the hire period including set up and break down periods.
- 7.0 **General**
- 7.1 Deliveries of goods before the hire period might be possible, but clients must contact Abbotsbury Gardens in advance.
- 7.2 All the hirers goods must be removed from the site as set out below:-
- 7.2.1 All food and personal possessions must be removed immediately following completion of the event.
- 7.2.2 All drink, floral decorations and equipment by 10 a.m. the morning after the event. Failure to do this may incur a storage charge and any perishables will be disposed of.
- 7.3 The hirer shall indemnify Abbotsbury Gardens against any claims in respect of any damage or injury caused to the hirer and the hirer's guests and property.
- 7.4 Either party may immediately terminate the contract by written notice if the other becomes insolvent or is deemed to be insolvent within the meaning of Section 123 of the Insolvency Act 1986.
- 7.5 The Agreement shall be subject to English Law.

Date of Hire

I have read and agree to the above Terms & Conditions. Signed by the Hirers

Print Name

Date

Signed for and on behalf of Abbotsbury Gardens

Print Name

Date