

The Hundred House Wedding Terms and Conditions

This document is confirmation and agreement to comply with the terms and conditions that exist at The Hundred House and will apply to your forthcoming Wedding.

Please read this document carefully before signing. You have a 10-day cooling off period, after which this contract is binding between yourselves and The Hundred House that you will comply with all the rules and regulations herein.

Civil Wedding Ceremonies

Please be advised that for legal reasons we are not permitted to communicate with the local registration service on your behalf. Therefore all bookings for registrars to perform your ceremony on the premises must be made by yourselves.

Advisory - We also advise you contact the registrars immediately to ensure you get the time of day that suits you best. We would advise the best time to ensure the day “flows” perfectly would be 1.30pm. The registrars take their bookings (and therefore dates and times for ceremonies) on first come, first served basis. If this time is not available (or indeed you want to get married earlier or later) it’s not a problem, we can adapt and advise you, please feel free to consult with your wedding coordinator to discuss the timings for your day.

External Entertainment and Suppliers

External electrical equipment

If yourselves or one of your suppliers wishes to bring any electrical or other equipment onto the premises, such as laptops, photobooth equipment, love letters or other lighting etc. Please ensure that all relevant items are PAC tested before being brought onto the premises.

Bands & Music

The Hotel has to comply with strict noise control procedures imposed by the local district council and we also have to respect our surrounding neighbours. These must be adhered to by all third party performers.

Please be advised that **only acoustic bands are permitted in the Barn**. Acoustic instruments means “Musical instruments (such as guitars) whose sound is **not electrically enhanced** or modified” and **strictly no drum kit** (however we are aware that certain acoustic bands do come with percussion drum kits or box drums which can be acceptable depending on the band).

Before booking any band or external entertainment please advise your wedding coordinator and provide details of the band you are considering booking so that they can be vetted **before** you make any confirmation or deposit payment with them to avoid disappointment or loss of deposit.

Please advise your band that prior to their performance a sound check will be required in the barn once they are set up to ensure that they meet with the required noise restrictions.

We do not allow the use of external DJ’s.

Additional Entertainment Information

As above, Music for the garden must be vetted & Acoustic only, they MUST go through our sound system and noise limiters are in place. (strictly no amplifiers, electrical instruments or drums.)

It is therefore essential that you notify your wedding coordinator as soon as possible if you are considering providing entertainment in the garden during your drinks reception as they will need to send the required paperwork out to your entertainer explaining everything.

The gardens are closed at 8pm, any guest remaining out after this time may be asked by staff to move to the Barn.

Please be advised that the windows and fire doors in the barn are not to be used for ventilation during functions where there is musical entertainment as this compromises part of the building's sound proofing. We have fully functioning air - conditioning that does not work to the best of its ability when doors are left open.

Room Decoration Fee

Please be advised however that in the event your decoration requirements for the day are excessive and labour intensive therefore requiring additional staffing to be fulfilled, then additional charges will apply. As we do not have access to your décor until the day it is dropped off at The Hundred House we reserve the right to add additional "room decoration fee" costs to your bill if we see fit.

The standard décor in the barn consists of gallery to gallery fairy lights, our own chairs with or without chair covers, trestle tables and two wall flower displays. With the exception of the flower displays, the removal of any other items for replacement by an external company will be subject to charge for their removal from the barn and also the storage of external items.

Restrictions

Strictly Not permitted

Fireworks, Chinese Lanterns or Laser Displays either on the premises or close by.

External Food; It is strictly prohibited for any outside catering to be permitted on the premises, this includes Ice Cream Carts, Sweet Carts, Chocolate Fountains and any other form of catering.

The only exception to this is for Wedding Cake and/or favours such as Macaroons/Cupcakes as long as they are not replacing food which would usually be provided by The Hundred House, i.e replacing the Dessert Course. For Cheese Wedding cakes see below.

We reserve the right to not serve Wedding Cake we deem at not fit for consumption, for example, if we discover is not cooked when it's cut in to. We strongly advise that you obtain your cake from a professional cake maker and/or ourselves, so the quality of your cake is guaranteed.

External Drinks, alcoholic or non-alcoholic. This also includes alcoholic gifts for Bridal party. Any restricted items that are found on any guest on the premises will be confiscated, this includes a "car boot bar". Your Wedding Manager will send you a document with further details of Alcohol consumption, which must be read before your Wedding and we will ask you for the name of a "responsible adult" who is a guest, to help us handle any guests breaking these rules.

Restrictions (cont)...

Choice of drinks. We offer a great range of drinks, however please understand that we cannot guarantee certain beers or ales are on at set times, due to the fact we rotate our choices. If you wish for a certain ale/lager for your wedding, if it's a supplier we currently deal with, there will be a small stocking fee of £75 (to allow for the fact it may be a "special purchase" and also wastage through changing barrels/cleaning pipes). Please make us aware at your meeting with Wedding Manager, if this is something you wish to do.

Alcoholic or Non-Alcoholic favours - please be advised that drinkable favours are not permitted. The only exception to this rule would require the payment of a corkage fee for each individual favour, based on what drink it is, measurement of the drink and quantity.

External D.J's and Bands which are not acoustic. Please see further information below.

External Chair Covers & Sashes. Please note that if you are purchasing a "Package" from another company offering chair covers and sashes as part of their "Wedding dressing" or Floral Packages it is the responsibility of that company to discount their package to be without chair covers or replace them for other items. If you choose to have the other companies Chair Covers The Hundred House offers no substitution for ours.

Balloons. Despite balloons being weighted down if these are separated from the balloon (either by failing and/or a child or person untying the) they are impossible to retrieve from the high ceilings, therefore **we cannot allow any balloons in The Barn**. If balloons are purchased as gifts, we are happy for you to have them in the marquee area or your bedroom.

"The Silly Waiter" or any other actor who will pretend to be part of our staff in a derogatory fashion, unless expressly permitted prior to your Wedding. Please note "Singing Waiters" are absolutely fine!

We will not tolerate physical, sexual, racial or verbal abuse towards our staff. Any guest doing so will be asked to leave the premises.

Permitted with Advisements which must be adhered to

Sparklers are permitted in specific areas. However, it is your responsibility to provide suitable sand buckets for the safe extinction of the sparkler by your guests. The Hundred House except no responsibility for injury caused to you or your guests.

Candles - Tealights are permitted in the Barn, however they must be housed in a suitable sized holders or made suitably safe. Candelabras & Stick candles are permitted only when standing on a suitable receptacle (such as a mirror plate, which can catch drips as even "non-drip" candles can and do drip!). Any damage caused will be charged to you i.e table linen marked or damaged in any way as a result of their use will be charged in full at £25 per table. If it is clear to us a specific guest caused the damage we will tactfully approach them. If they refuse to pay or it is unclear which guest has caused damage the charges will be added to your room for payment on departure.

Confetti - is permitted on the premises for use outside the Barn only and must be bio-degradable. Please advise your photographer confetti may not be used anywhere except in front of the Barn so they may plan this into their itinerary.

Crayons - as part of children favour bags are permitted, however please make sure they are washable crayons as any stains or damage to the linen as a result of their use will be subject to linen

fee of £25 per table. In the event of damage caused we will discreetly speak to the parents of the child to retrieve this fee.

Bubbles - Bubble are strictly not permitted inside the Barn due to the metallic paint, however are permitted within the garden. Any guests using bubbles without the Barn will be politely and discreetly advised they are not permissible.

Cheese Wedding Cakes not purchased through The Hundred House are only allowed if they are in addition to food purchased through us and will incur a service fee of £3 per person, which includes cutting, presenting, serving, clearing and cleaning. It does not include any affiliated food such as chutneys etc. Should you not inform us that you are having a Cheese Wedding Cake and turn up with one the service fee will be added to your room bill for payment on departure.

Glitter Bars – These are permitted, however there is a “cleaning fee” of £100 as glitter gets everywhere and our cleaning costs/time is dramatically increased!

Damages

Please be advised that you will be required to pay for any loss or damage to any part of the premises, to include any fixtures and fittings, equipment etc that has been caused by either yourself or your Wedding guests or External Suppliers.

Payment Schedule

If your Wedding is between 6 – 10 months, from booking, then we require a deposit of 50% of your package price upon booking.

The remaining package price is to be paid off 3 months before the Wedding.

If any further items are added on, i.e Wedding Cake or more guests, this final balance is to be paid in full after you have your final meeting, around 5 weeks before your wedding.

Should you wish to pay any money off before we ask you for it, due to admin costs, these must be a minimum of £1000.

If your Wedding is 5 months or under, from booking, then we require a deposit of the full cost of package price upon booking.

If any further items are added on, i.e Wedding Cake or more guests, this final balance is to be paid in full after you have your final meeting, around 5 weeks before your wedding.

Any reduction of numbers that may follow will not be refundable and any over payment cannot be returned or reallocated to another service within the hotel.

In the event the deadline for any payment dates has passed, a 5% charge of the balance payable at that point will be added to the final invoice.

All other charges incurred on the day are to be settled upon departure, including any room bills which have not been paid for prior to the Wedding and any damage caused to our property or items within it.

All prices may be subject to an increase every year. The increase is normally not more than 10% on each item. If you require further information, please ask your coordinator. In the event of government rates of taxation increasing the hotel reserve the right to pass on the increase.

Minimum Spend Figures

As you will have been advised by your wedding co - ordinator a minimum spend figure will apply to the overall cost of your wedding at The Hundred House . Please be advised that 5 weeks before your wedding, at your final wedding meeting , arrangements will need to be made to meet this figure with additional wine or other sundries in order to reach your designated figure if your numbers have dropped considerably from the date of booking and your initial quote. If you are in any doubt at all what your minimum spend figure is please tell us now and we can advise you as well as writing in this section what that minimum spend is. Minimum Spend amount £.....

If you have booked on a package deal then the price of this package at the time of booking will be your minimum spend. If your guests numbers drop below the package numbers, this is non-transferable to your rooms invoice.

Accommodation

The bridal suite will be provided for you free of charge providing the total of your final wedding invoice exceeds £5,000. If the total falls under £5,000 then a charge of £99 for the room for the night of your wedding will be applicable.

All 10 rooms must be taken by wedding party guests. If you do not have guests to fill the rooms then the price of the room or rooms will be added to your wedding invoice.

You must provide your wedding co -ordinator with a completed accommodation grid with the names & numbers of the guests taking each room by your final meeting (download from our website). If changes are needed after this point they will need to be confirmed via email before your Wedding.

Once guest's names are provided you agree to ensure that all guests pay for their room in full a minimum of two weeks prior to the Wedding (full details are on our website, documents to forward to them and BACS details)

You will accept responsibility for services or damage as a result of that guest's stay, if the guest refuses to pay for themselves.

Check in for all hotel rooms is 2pm – early check in's may be possible, subject to availability (usually the Bridal suite by 11.30 and a further 2 by 12.45), prior notice must be given to ensure we inform our Housekeepers which rooms are to be serviced first. This must be agreed via your Accommodation Grid in advance with your Wedding Manager and guests advised of rules that may apply, on the day early check ins are not permitted.

Please note that in the event one of your guests does not attend and has a hotel rooms designated the full cost of the room will be charged to you if the room had not been paid for in advance.

Check out for rooms is 10.30 am – please ensure all items are removed from the barn before 10.30 am to ensure no cross over between functions occurs.

Code of Conduct

At The Hundred House Hotel we place great emphasis on providing a pleasant and safe environment for you, your guests and our staff. As such, we reserve the right to ask any guest who is abusive, threatening or offensive to your/our other guests or staff to leave the Hotel immediately. Reasons for summary eviction include unpleasant drunkenness, unreasonable behaviour, foul or abusive language, racist, ageist or sexist comments, making excessive noise both inside and outside the buildings, wilful or negligent damage of Hotel property, suspected theft from the business or other

guests, trespass in staff only areas , wilful avoidance of agreed charges, consumption of food or drink other than that supplied by or through the Hotel, and suspected use of illegal drugs – although this list is not exhaustive. All of our public areas are covered by CCTV.

End of Wedding Day Procedures

Please be advised that the following timings apply to all weddings and functions at The Hundred House:

The bar in the barn closes at 11.30pm

Music in the barn is to be completed no later than 11.45 pm

All guests not staying on the premises to depart at 12 midnight.

A late bar can be prearranged until 1am in the Hotels reception area, This incurs a cost of £100, payable in advance on your Wedding Invoice. This facility is only for the use of Hotel residents and must be pre-arranged with your Wedding Manager at your meetings.

Guests are asked to be considerate when leaving functions late at night to ensure that they do not disturb local residents.

We will collect up and pack all your belonging at the end of the evening ready for collection the following day. Please specify in advance if there are any items from your wedding that you wish to be discarded and not packed to return home with you the following day. We cannot be held responsible for any loss or damage to wedding cards and gifts. Cards and gifts must be taken away from the barn at the end of the night.

Lost Property

Due to the volume of lost property generated please be aware that any items left which we find must be collected with 3 weeks. We reserve the right to dispose of items left longer than this unless you have made specific arrangements with your Wedding Manager (i.e you're on Honeymoon).

The Hundred House can accept no responsibility for lost or damaged items. Our staff will never throw anything away and are trusted. Everything we find within the Barn at the end of your Wedding will be put in one place for you to collect. It is rare that items go missing, however children take things and put them in random places, guest may break items and not which to own up, there are many scenarios. In the rare situation that a member of Hundred House staff accidentally breaks something we would of course inform you and offer to pay for or replace the item.

Cancellation or Date Change Policy

For notice of cancellation to be valid, it must be received in writing. Please forward to The Hundred House **via recorded delivery (so proof of postage and receipt can be confirmed)** a letter signed by both parties to these terms and conditions, stating your wish to cancel your forthcoming wedding. A verbal cancellation is not accepted under any circumstances.

Please note that a £100 administration fee will apply for a change of date if you wish to postpone the date and it is over 1 year until your Wedding date. The package price will also change to the price of the current brochure price for the day/month/year.

If you wish to postpone and your initial Wedding date the date is less than 12 months away then the fee is discretionary to the Management. It may be classed within the rules of cancellation below as we may not be able to resell your date in time or have to vastly reduce the date as "late availability".

Please note we operate the following cancellation charges in relation to functions and associated accommodation.

PERIOD OF NOTICE

You are given the Hotel's Terms and Conditions at the time of booking, in either person or via email, when the initial deposit is paid. It is your responsibility to read the terms and conditions carefully and ask questions about any aspect which is unclear. If, you are unable to accept all the terms and condition you should notify the Hotel within 10 days of booking (colling off period) and payment of the deposit. Once we have this in writing, the Hotel will then refund the deposit less a £100.00 administrative charge.

The Hotel reserves the right to make reasonable amendments to its Terms and Conditions to conform with new legislation or in the interests of business efficiency.

Notice of between 10 to 4 months before the proposed wedding -

Please be advised that cancellation between this period, will result in the retention of your deposit.

The only portion of payments made at this point that will be returnable is anything over the package price. i.e upgrades/add ons/extra guests over the package numbers which have already been paid for.

Notice of 3 months or under, before the proposed wedding - please be advised that cancellation between this period, will result in the retention of 100% of your package price.

The only portion of payments made at this point that will be returnable is anything over the package price. i.e upgrades/add ons/extra guests over the package numbers which have already been paid for.

Your signatures below will confirm your agreement of all the term and conditions enclosed that will apply to your forthcoming Wedding .

Please be advised that you "the hirers" and all persons attending the function must comply with all requirements of the Licensing Act 1964, together with all the statutory instruments since enacted.

The Hotel shall not be responsible for any failure to provide facilities contracted for, in the event of it being prevented from doing so as a result of "Force Majeure", for any cases beyond reasonable control. This would include events outside our reasonable control such as serious damage to the Venue, natural disaster, serious adverse weather conditions, pandemic, epidemic or interruption or failure to utility services such as gas, electric or water.

We reserve the right to alter the interior and/or exterior of any of the buildings (Hotel, Barn, Out buildings etc) as well as all gardens areas without prior authorisation or consent.

Gardens are planted to season therefore foliage and blooms may vary year to year depending on weather conditions and we reserve the right to change displays. The Hundred House can not take responsibility for acts of nature, for example plants, shrubs or trees that die because of fungus etc.

We **strongly** advised you take Wedding insurance and that you do your research as to the best one to take.

The Hundred House operates a strict no smoking policy in all public areas and all Hotel bedrooms.

Client's signature of acceptance:

Sign _____

Print _____

Sign _____

Print _____

Home Address _____

Date of signatures: _____

Date of Function : _____

Signed on behalf of The Hundred House Hotel:

Position: _____

Date: _____

Sign _____

Print _____