

The Wedding Marquee

Abbotsbury Subtropical Gardens

Terms and Conditions

Standard Terms & Conditions

For the hire of Abbotsbury Subtropical Gardens between Abbotsbury Tourism Limited and the hirer.

1. Bookings

- 1.1. A booking is deemed to be provisional until the required deposit is received.
- 1.2. Bookings shall only be deemed accepted by Abbotsbury Tourism Limited when the deposit payment has been received and the Booking Confirmation form has been signed and returned.
- 1.3. Access to the venue on the day before the wedding is 12.30pm – 4.30pm to set up and from 10am to 12noon the morning after to clear up. The Wedding Marquee and surrounding area is to be left in a clean and tidy.
- 1.4. Abbotsbury Tourism Limited will accept a provisional booking but should another client subsequently wish to book and confirm the same venue on the same date before the deposit is received no guarantee about availability can be made.

2. Deposit and Payment

- 2.1. A booking is not confirmed until the appropriate deposit has been received.
- 2.2. A non-refundable deposit of £500 is required to secure the booking and is part of the confirmation.
- 2.3. In the unlikely event of any damage being done or the property being left in an unsatisfactory condition, the owners reserve the right to impose a reasonable charge to return the property to the condition it was in at the beginning of the let.
- 2.4. The balance of the total amount will be payable three months prior to your wedding.
- 2.5. VAT will be charged at the appropriate rate where applicable (all prices quoted include vat).
- 2.6. If the hirer fails to pay by the due date, Abbotsbury Tourism Limited shall be entitled to charge interest at the rate of 3% per month, on the amount unpaid, until full payment is made.
- 2.7. Payments can be made via Debit/Credit Card, Cheque or Bank Transfer.

3. Ceremony

- 3.1. There is an additional charge for a registrar to attend the Gardens to perform the ceremony. This charge is payable direct to Dorset Registration Service. You must book the registrar separately.

4. Use of Abbotsbury Subtropical Gardens

The hirer and guests attending the event shall:-

- 4.1. Obtain and comply with all licences, certificates, statutory or otherwise and other regulations relating to the event.
- 4.2. Leave promptly at the appropriate time and obey any reasonable request made by Abbotsbury Tourism Limited employees and do not act in an improper or disorderly manner.
- 4.3. Parking arrangements must be agreed in advance. Overnight parking is permitted, but only in the designated public car park.
- 4.4. The hirer is permitted to utilise all areas of Abbotsbury Subtropical Gardens open to the general public for photography purposes.

5. Music & Entertainment

- 5.1. A copy of the entertainer's public liability insurance will be required.
- 5.2. Due to the village location of the venue we do ask that you are mindful of the residents and that all music and/or entertainment for the event should **cease by 11.30pm**. All guests are asked to **vacate the premises by 12midnight** when the gates will be locked. We kindly ask your guests to keep noise at a respectable level when leaving the premises.

6. Decoration

- 6.1. Decoration of The Wedding Marquee is permitted but we please ask that you are mindful to not damage the fabric of the building. No permanent fixings are to be used in The Wedding Marquee.
- 6.2. Chinese lanterns, fireworks or firepits are NOT permitted. Sparklers may be permitted by prior arrangement.
- 6.3. Please notify your guests that we do allow confetti but must be either natural dried petals or be bio-degradable.

7. Furniture

- 7.1. Furniture included in the price of the hire of the venue as listed below.
- 7.2. Furniture can include:-
 - 7.2.1. Up to ten round tables capable of seating 10 people on each
 - 7.2.2. Top table to seat 8 people
 - 7.2.3. 120 Lime washed chairs with cushion seats

8. Caterers

- 8.1. Your caterer will need to provide the following documentation: -
 - 8.1.1. Public liability insurance
 - 8.1.2. Personal licence to sell alcohol
 - 8.1.3. Necessary certificates for all equipment brought on site

9. Capacity

- 9.1. Maximum capacity of The Wedding Marquee is **150 people**.
- 9.2. In order to comply with Fire Regulations, Abbotsbury Tourism Limited must be informed in writing of the number of people attending the function.
- 9.3. Abbotsbury Tourism Limited reserve the right to limit the numbers attending, where appropriate, for Health & Safety reasons.

10. Bar

- 10.1. A copy of the relevant personal licence for alcohol to be sold during your reception / evening will be required.

11. Cancellation

- 11.1. Cancellation by the hirer will incur the following charges:-
 - 11.1.1. Cancellation between 12 calendar months and 3 calendar months of the event = 25% of the venue hire balance owed.
 - 11.1.2. Cancellation between 3 calendar months and 1 calendar month = 50% of the venue hire balance owed.
 - 11.1.3. Cancellation less than 1 month prior to the event = 100% of the venue hire balance owed.
- 11.2. We strongly recommend that you take out private insurance to ensure that you can meet any cancellation charges in the unlikely event that you need to cancel your event.

12. Force Majeure

- 12.1. In the unlikely event of a function being cancelled for any reason beyond the control of Abbotsbury Tourism Limited any deposit paid will be refunded in full.

13. General

- 13.1. Access to The Wedding Marquee is permitted from 12.30pm – 5pm the day before the event and 10am – 12noon the day after the event. Access at any other times may incur a charge in addition. **The Wedding Marquee and West Lawn are to be left clean, tidy and clear of any rubbish, bottles, cans, etc.**
- 13.2. The Wedding Marquee is to be left with the chairs and tables stacked to the back of The Wedding Marquee, the floors swept / mopped if excessive liquids have been spilt on the floor. A member of staff will meet you the day before your wedding to ensure everything is in order.
- 13.3. A wedding planner is not included in the hire charge. You will need to provide details of either your own wedding planner / usher / runner to deal with your caterers and any other suppliers due on site either the day before or on your wedding day. A contact number of this person will be required.
- 13.4. The hirer shall indemnify Abbotsbury Tourism Limited against any claims in respect of any damage or injury caused to the hirer and the hirer's guests and property.
- 13.5. 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.
- 13.6. The Agreement shall be subject to English Law.

14. Acceptance of Conditions

- 14.1. The payment of the initial deposit AND signature on the booking form is deemed as acceptance of the above conditions.

I confirm that I have read and agree to the Terms and Conditions set out above.

Signed

Print

Date