

The Orchard Suite

Terms and Conditions & Contract of Booking:

1) To make a firm booking we will require your signed copy of this contract and a booking fee of £500.00 providing such date has been agreed with The Orchard with a £1000 deposit to be received no later than 12 weeks from booking.

2) All deposits are non- refundable.

3) Cancellation policy: In the event of cancellation of any booking or non-arrival by a client, the client shall pay The Orchard a cancellation fee.

Charges incurred if Wedding cancelled:

Upon booking and deposit paid -	25% of anticipated revenue
1 year prior to the event -	50% of anticipated revenue
6 months prior to the event -	75% of anticipated revenue
3 months prior to the event -	100% of anticipated revenue

4) If you wish to cancel an event then initially telephone The Orchard & make a verbal cancellation. This must be followed by written confirmation that you wish to cancel your event.

5) 100% of the final amount is required 3 months prior to your wedding date. Please contact us 14 weeks prior to your wedding date and we will arrange an appointment for discussion of final arrangements, including your seating plan and estimation of your final bill.

6) Any amendments/ variations incur a £50 admin charge.

7) One menu should be chosen for the entire party. Vegetarians and those with special dietary needs can be catered for by special arrangement.

8) No food or alcohol is permitted in the ceremony room during the ceremony or for up to one hour before the ceremony. Food & drink other than that purchased at The Orchard is not allowed to be consumed on the premises. If this occurs the guests will be asked to leave.

9) The Orchard cannot be held responsible in the event of injury or fatality of the client or their guests, including children who must be under adult supervision at all times.

10) The Orchard cannot accept responsibility for the property of the client or guests anywhere on the premises.

11) Because functions are normally booked in advance, we reserve the right to increase prices. If we have cause to do so we will, however, endeavour to keep any increases to a minimum.

12) The Orchard reserves the right to cancel any bookings, without liability on our part, in the event of damages or destruction or any other cause for reason beyond our control, such as damage by fire, power cuts, bad weather conditions, strikes, shortage of food supplies or labour and will, without liability on our part, make every effort to find a suitable alternative venue.

13) If you are holding civil ceremony on our premises and are wishing to video/record the wedding ceremony and reception using camcorders you are required to have a (WVRL). For further information contact www.videolicence.co.uk or telephone 01323 436111.

14) If you are holding a ceremony on our premises you are responsible for the registrar fees.

15) The person who signs the terms and condition will be solely responsible for any damaged or stolen items and will be invoiced accordingly. Settlement will be due within 14 days.

16) Please note all belongings and any wedding gifts, decorations must be cleared away and taken with you when leaving the premises after your wedding reception. The Orchard will not accept responsibility for any loss or damage to anything left behind when you have left the building or during the wedding.

17) The cost and the content of the package is agreed at the time of booking and upon signing the terms & conditions.

18) No variation to the Terms and Conditions.

Please sign below to confirm you agree to the above terms and conditions of booking:

Signed: _____ Date: _____

Print Name: _____

Address: _____

Date of wedding: _____

The Orchard

Telephone : 01622 861500

Spot Lane

Email : enquiries@theorchardspot.co.uk

Otham

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