

The Orchard

(the venue)

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 with exception of the damage deposit in accordance with clause 19.
- 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 no later than 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 venue reserves the right to remove the externally sourced food and drink and guests may 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 events are generally 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 or alternative date if the event can be postponed.

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.videolice.co.uk or telephone 01323 436111.

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

15) Drug abuse will not be tolerated. The venue reserves the right to bring the event to an end immediately if drugs are found on the premises or in fact if there is just cause to suspect that drug use is taking place. We will not be liable for any supplier fees the client incurs should the event be cancelled on the date or during the event nor will the venue issue any form of refund or return the damage deposit. Should guests be found using drugs or the venue has reasonable cause to suspect drugs are being used and therefore risking the venues reputation and licence, we reserve the right to call the police.

16) Physical or verbal abuse of our staff will not be tolerated, and the venue reserves the right to bring the event to an end immediately should abuse of staff take place.

17) Minors will not be served nor should they be consuming alcohol on site and should there be reason to suspect adults are purchasing alcohol for minors, the venue reserves the right to cease the serving of alcohol.

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

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

20) No variation to the Terms and Conditions can be applied by the client once the signed copy is returned to the venue.

21) One week prior to your event date, a cash payment of £500 will be made to the venue in the form of a damage deposit. This deposit will be available to collect post-event, within one week of your event date as pre-arranged with the venue. The damage deposit will be returned in full subject to no damages, breakages, requirement for external suppliers to be called (ie a plumber), theft of venue items and furnishings or unreasonable cleaning requirements. The return of the damage deposit is not exhaustive of the above and will be in accordance with the venues discretion. A proportion may be returned in accordance with any costs to the venue. The venue reserves the right where it is deemed reasonable to retain the entire damage deposit amount in full. The person who signs the terms and conditions will be solely responsible for any damaged or stolen items.

22) In line with General Data Protection Regulations issued by the European Council, we do not pass personal details to any external parties, aside from any preferred suppliers you choose within your package and provide us with permission to contact on your behalf. We may on occasion put you in direct contact with a third party providing a product or service relative to your event. When your personal details are passed on to our preferred suppliers, this will be following written or verbal instruction from yourselves and will only be passed to those you have instructed us to do so. Your details will not be forwarded to other third-party companies. We do not hold the personal details of any client unnecessarily and all event files are securely disposed of post event within the timeframe specified within the GDPR legislation. In the event of any on-going dispute, the file may be kept past the specified timeframe, purely for business purposes and once resolved, will be disposed of accordingly. We do not use your personal details for marketing purposes unless your consent has been obtained. We endeavour to contact you via the personal details provided, purely for business requirements. You will not receive marketing, spam or unrelated/unnecessary communications from The Orchard. You do however have the right to ask us to not process your personal information for marketing purposes. We will inform you if we

intend to use your personal information for such purposes or if we intend to disclose your information to any third party for such purposes.

23) The Orchard website may contain links to websites operated by third parties. Third party websites have their own terms and conditions and privacy policies, and you should read these carefully before you submit any personal information to these websites. We do not accept any responsibility or liability for third party terms and conditions or policies.

24) Photographs may be taken of the venue as set up for your event by the venue team or our preferred external suppliers and may be used for promotional purposes in the lead up to or after your event date. This could include but is not exhaustive of social media, printed literature and website content. We may contact your suppliers (where applicable) and request the use of their imagery also. We will reserve the right to use images containing any personal items you bring on site and may on occasion use imagery with our clients or guests included. Should you like to request no images containing guests are used by the venue, please do let us know in writing. We reserve the right to use any feedback you submit for marketing purposes, this is inclusive of but is not exhaustive of emails, texts and online feedback submission forums.

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

Signed: _____ Date: _____

Print Full Name(including middle names): _____

Signed: _____ Date: _____

Print Full Name(including middle names): _____

Date of wedding: _____

Client Address: _____

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