

# Brief Terms & Conditions

## **QUOTATION:**

Prices quoted are based on current rates, which are assured for 30 days. Prices quoted are subject to VAT.

## **BOOKINGS:**

To book the venue a signed copy of our Full Terms & Conditions will be required with the non-refundable deposit.

## **PAYMENT:**

The deposit of 50% for the hire of the venue is required on confirmation of the booking. The balance for the hire of the venue will be invoiced and due for payment one month prior to the event date. Incidentals will be invoiced after the event and must be settled within 21 days of the event. Debit & Credit Card payments will incur a 2% surcharge fee.

## **ACCOMMODATION:**

All the accommodation is priced for exclusive use on your special day. The eight bedrooms are exclusive to the wedding party. All rooms are to be paid for a month prior to the event date. Guests staying may check in from 12pm on the day of the event and must vacate by 10am the following day. Prices include a continental breakfast exclusive to the wedding party. Please note that the maximum number of guests is 18, inclusive of the bride and groom as well as children over the age of 2 years old.

The 5\* award winning Coach House and breakfast is complimentary for the Bride & Groom. This suite is in addition to the eight guest bedrooms.

## **SUPPLIERS:**

Caswell House has preferred suppliers for Caterers and Marquees, and they are to be used without exception.

## **TIMINGS:**

Last orders at the bar are at 11:30pm. Music finishes at 12am. The venue must be vacated by 12:30am.

## **CANCELLATIONS:**

Cancellations must be in writing and will only be accepted from the person who has signed the original Terms & Conditions. The effective date of cancellation will be the date the written cancellation is received by Caswell House. In the unfortunate event of you having to cancel your booking, Caswell House reserves the right retain all deposits paid to date. We would make every effort to resell the date. If we are able to resell we will adjust the charges accordingly. You are advised and responsible for taking out your own wedding insurance.

## **DAMAGE & LIABILITY:**

In the event of any damage or loss to the venue, a reasonable charge will be made and invoiced as incidentals. Caswell House cannot accept any liability for any loss, damage or expenses of any kind sustained by any member of the guest's party in connection with the venue, the accommodation, the farm, gardens, grounds, woodland or any water feature.

Caswell House accepts no responsibility for children. A designated responsible adult must be organized to supervise children at all times without exception, and they must be introduced to the event organizer.

## **NUMBERS:**

Final numbers to be given 14 days prior to the event date. Minimum number of guests is 50. Maximum capacity for Caswell House Barns including additional evening guests is 200. For weddings exceeding 200 guests, marquees will be set up within the grounds in the designated area by our preferred supplier at an additional charge.

## **GENERAL:**

Please note smoking is only permitted in the gardens & grounds.

Only fresh rose petals permitted as confetti.

Sky Lanterns, Fireworks & Sparklers are NOT permitted under any circumstances. Candles, if required to be provided by Caswell House.

Appointments and show rounds are to be made through prior arrangement with Caswell House.