

Event Terms & Conditions

By making a payment to or completing a booking form the client is complying with and agreeing to the following:

1. Use of the Wootton Park

- a. All persons coming to Wootton Park shall:
 - i. comply with all licensing, health and safety and other regulations;
 - ii. not act in an improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable requests made by Wootton Park owners or employees.
 - iii. be responsible for their own Health & safety and should act in a sensible manner at all times. Any areas of the grounds which are unlit are out of bounds after dusk.

2. Liability

- a. Wootton Park shall not be liable for any failure or delay in performing any of its obligations if the failure or delay was due to any cause beyond its reasonable control, including (without limitation) war or threat of war, civil or political action or disturbance, riot, natural disaster, fire, epidemic, bad weather, terrorist activity (threatened or actual), military activity, governmental or regulatory action, industrial dispute, act of God, failure of power or machinery, failure of or interruption in externally provided services and utilities, and all similar events outside the Wootton Park's control.
- b. Persons attending any event at Wootton Park do so at their own risk and on the strict understanding that Wootton Park does not accept any liability for death, personal injury, damage to or loss of property incurred on site no matter how caused. The client will be held responsible for any damage caused as a direct result of negligence by the client, their guests or their suppliers. The management reserve the right to terminate an event at their discretion in the event of damage being caused or likely to be caused.

3. Companies

- a. Events are operated by Wootton Park Ltd
- b. Accommodation is operated by MJ & IR McCall.
- c. Farm & Business Centre are operated by RH McCall & Son.

4. Payment Terms

- a. **Cancellation Policy - All payments are non refundable.** In the event of a cancellation we may have difficulty acquiring another booking.
- b. **Initial £1,500 deposit** is required to confirm a booking & reserve the date requested.
 - i. If the booking value is under £1,500 then the full amount will be due on booking.
- c. **Final balance must be paid no later than 14 days prior to the event.**
- d. **Accommodation payment is due prior to the event.**
- e. All payments must be paid by the due date. A fee of £5 per day will be charged for late payments
- f. If payment is overdue by more than 7 days the event may be cancelled without further notice.

5. Damage Deposit

- a. **For evening events a £250 refundable damage deposit** is required which is payable with the final balance. This will be refunded within 7 days of the event (unless there are any items damaged or missing). Any items damaged or removed from the rooms will be chargeable. We would be very grateful if you could bring to our attention any items which you find to be broken or not functioning correctly. In particular remote controls must not be removed from the venue or any bedrooms.

6. General

- a. No reservation is secured until the Booking Form (www.woottonpark.co.uk/booking) has been completed, you accept these Terms & Conditions and the deposit paid.
- b. Once the deposit has been paid the client has 14 days to change the date of their event. After this time any change in date will be regarded as a new booking and any monies paid will be non refundable or transferable.

- c. Prices agreed at the time of booking will be used to calculate the final balance due. Any change in advertised price will not be taken into account.
- d. The number of guests and therefore package price is flexible until 14 days prior. After which no refund will be given for any reduction in numbers of guests or any change in the package. Extra guests will be charged at the agreed rate and payment must be made before the event.
- e. Wootton Park reserve the right to cancel any booking with 30 days notice upon which we will refund any money paid to date. Wootton Park will not be liable for any costs, loss of deposits or fines incurred by the client from other suppliers should the event not be able to proceed.
- f. **Wootton Park will pay deposits to external suppliers**, including outside caterers, when booking on the client's behalf. If the client alters or cancels an external supplier booking they agree to cover the costs of any deposits already paid (for example changing catering option).
- g. **Accommodation bookings must be paid on booking**. Any accommodation which is not paid for at that point will be released and will be bookable by the general public. Accommodation bookings are non refundable.
- h. Visitors **must not consume any food or drink not supplied by Wootton Park** or its authorised caterers without prior written consent.
- i. We endeavour to keep prices as quoted at the time of booking but as food prices vary and we don't have confirmed prices from caterers for the following year we reserve the right to change a quoted **catering price by up to 5%** if your booking is more than 12 months in advance of your event..
- j. It is against the law to smoke in our venue, all rooms and communal areas. We operate a strict **no smoking** policy and a £100 charge will be levied to any guest found smoking inside.
- k. **E-cigarettes are not permitted** in the venue.
- l. Please **do not leave valuables at Wootton Park**, whether in your vehicle, in the venue or accommodation. Wootton Park cannot be held responsible for any loss or damage. If you have any valuables please give them to the venue manager who can then put them in the safe.
- m. Unless notified in writing Wootton Park reserves the **right to take promotional photos & videos** which you agree to being used both online through our website, other websites, social media and through printed media.

7. Licensing Policy

- a. Last orders at the bar will be 12am (unless agreed in writing beforehand) and the venue will close at 1 am prompt.
- b. The band or DJ must vacate the premises by 1am.
- c. Any disruptive behaviour will result in the person responsible being barred from the premises until further notice.
- d. We operate a Challenge 25 policy and will ask for ID if you are lucky enough to look under age 25. Please make your guests aware of this as it must be strictly adhered to.
- e. Any person found carrying or using drugs or other banned substances will be asked to leave the premises immediately.