

Wedding Terms & Conditions

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

Prior - means prior to the date of the wedding

Client - means the bride and groom

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. 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.
If the booking value is under £1,500 then the full amount will be due on booking.
- c. **Second deposit of 50% of the remaining balance is required 9 months prior.**
If the booking is made within 9 months of the date of the event then the second deposit will be payable within one month of booking.
- d. **Final balance must be paid no later than one month prior.**
- e. **Farmhouse and Bakehouse accommodation payment is due at least 4 months prior.** We reserve the rooms for your wedding then (unless agreed in writing beforehand) and if unpaid at that point they will be released and bookable by the general public. To ensure exclusivity all the rooms must be booked. Accommodation bookings are non refundable.
- f. **The ensuite Holiday Pods and standard pods are available on a first come first served basis,** to you, your guests or the general public. The ensuite Holiday Pods have a minimum two night stay and should be booked and paid for as soon as possible to avoid disappointment.
- g. All payments must be paid by the due date. A fee of £5 per day will be charged for late payments
- h. If payment is overdue by more than 14 days the wedding may be cancelled without further notice.
- i. Making any payment to Wootton Park is taken as acceptance of these Terms & Conditions.

4. Damage Deposit

- a. **£250 refundable damage deposit** is payable with the final balance which will be refunded within seven 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.

5. Companies

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

6. General

- a. No reservation is secured until the [Booking Form](http://www.woottonpark.co.uk/booking) (www.woottonpark.co.uk/booking) has been completed and the deposit paid. We will then send a Booking Confirmation email.
- b. Once the deposit has been paid the client has **14 days to change the date** of their wedding. 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 one month 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 wedding.
- e. Wootton Park may show other potential clients around during the morning of your wedding day before your guests are expected to arrive, unless agreed in writing beforehand.
- f. 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 wedding not be able to proceed.
- g. There is a **complimentary tasting lunch** for the bride & groom choosing the 'Wedding Breakfast Menu' which is held every November. If a booking is made after this, for the following year, then a complimentary tasting lunch is not included. In this case we will endeavour to provide a sample of your chosen menu but this cannot be guaranteed. Additional guests for the tasting lunch or menu sampling will be charged at the full menu rate. A menu sampling is not included for any other menus but it can be provided at additional charge.
- h. **Wootton Park will book external suppliers**, including outside caterers, on the client's behalf. If the client alters or cancels an external supplier booking they agree to cover the costs, including any deposits paid or payments due (for example changing evening food supplier).
- i. We strongly **recommend you obtain wedding insurance** which is available online and through most high street department stores. This should cover costs in the event of you needing to cancel or postpone your wedding due to unforeseen circumstances.
- j. Visitors **must not consume any food or drink not supplied by Wootton Park** or its authorised caterers without prior written consent.
- k. 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 the booking is more than 12 months in advance of the wedding.
- l. 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.
- m. **E-cigarettes are not permitted** in the venue.
- n. 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.
- o. 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. The bar will close at 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.
- d. Wootton Park operates a Challenge 25 policy and will ask for ID if you are lucky enough to look under age 25. This must be strictly adhered to so please make guests aware.
- e. Any person found with drugs or other banned substances will be asked to leave the premises immediately.
- f. Wootton Park reserves the right to cease the Open Bar if guests are behaving inappropriately or there are more guests than expected and no refund will be given.