

# Wedding Booking Form



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Thank you for choosing Goltho Gardens for your wedding venue. To reserve and confirm your date, please complete and return the following booking form and sign the wedding venue terms and conditions with the deposit required.

**Wedding Couple Details:**

Name of Bride and Groom .....

Address .....

Telephone no .....

Email .....

**Client Details** (The client is the person responsible for payment of account):

Mr/Mrs ..... First Name ..... Surname .....

Address .....

Telephone No .....

Email .....

**Wedding Details:**

Date of Wedding .....

Wedding Package Booked .....

No of Day Guests ..... No of Evening Guests .....

Total amount Due .....

(30% is payable as a non refundable deposit, with 50% of balance paid 6 months prior to event and final balance to be paid 1 month before the event take place.)

**Please note – Once the booking form has been completed and signed and the initial deposit received all terms and conditions apply.**

# Terms and Conditions

1. Bookings are not confirmed until both the completed booking form and the Terms Conditions form and a deposit of 30% are received by Goltho Gardens.
2. In the event the Client subsequently cancels a confirmed booking, the deposit is non-refundable. If the client wishes to cancel a booking 3-6 months before the event, 75% of the total amount is payable. In the event of cancellation 2 months before the event 90% of the cost is payable and if cancellation is within 4 weeks of the booked event the full amount is payable.
3. The balance of the rental fee must be paid as follows: 50% of the balance to be paid six months prior to the event. The final balance must be paid one month before the event takes place. Guest numbers are to be finalised two weeks before the wedding, after which no refunds will be made if guest numbers decrease.
4. Goltho Gardens shall not be obliged to credit a forfeited deposit against a future booking.
5. Goltho Gardens requires the right, only in the most severe of circumstances, to cancel a confirmed booking should circumstances outside its control so require.
6. Goltho Gardens reserves the right to refuse any booking without reason.
7. Clients can arrange their own suppliers (except caterers and bar) but we do ask that you inform us of their details.
8. Goltho Gardens is licenced to sell alcoholic drinks at a pay bar. We will arrange and provide all facilities.
9. Where Goltho Gardens are requested to book facilities and/or services on behalf of the client or its delegates with third parties, such as an entertainer etc on a clients behalf it will do so as a courtesy only. Goltho Gardens is not responsible for any matters relating to outside supplier such as content, quality of service, appearance or lack of.
10. The Client is responsible for ensuring that all music ends by 11.30 and guests have left the premises by 12.00am at which time the venue will be locked.
11. The Client must keep within the maximum numbers permitted. The maximum number of guests allowed in the wedding barn is 100.
12. Smoking is not permitted indoors
13. The wedding barn will be available from 10.00am on the day prior to the event. All arrangements for setting up and dismantling flowers, decorations etc must be agreed with Goltho Gardens in advance.
14. The Client shall be responsible for any damage caused to the furnishing, utensils, equipment or any part of the wedding barn by any act, default or neglect of the Client, subcontractor or guest

of the Client and shall pay Goltho Gardens on demand the amount required to make good any such damage and or loss of business caused as a result.

15. Where the Client employs subcontractors or third party to assist them with their event, it is the Clients responsibility to ensure that they are properly insured and they comply with all terms and conditions laid down by Goltho Gardens and any Health & Safety legislation.
16. If signs are to be erected in the wedding barn, the Client must seek prior approval.
17. Dried flower confetti only permitted within the grounds and garden of Goltho Gardens.
18. Goltho Gardens will not be liable whatsoever to clients or any person claiming through clients, for any loss or damage caused by or arising from it failure to carry out any obligations under this agreement due to anything beyond the control of Goltho Gardens.
19. The Client accepts responsibility for any extra charges incurred
20. Goltho Gardens reserves the right to have their staff evict any person attending a function, who behave abusively, or unreasonably and any alcohol not purchased from Goltho Gardens will be confiscated.
21. We strongly advise that clients take out insurance to cover the unlikely event of cancellation.
22. Any changes to this contract must be initialled by all signatories to it.
23. All bookings made arising out of this agreement will be deemed subject to the above conditions
24. Goltho Gardens guarantees complete exclusivity of the wedding barn with access from 10.00am on the day prior to the wedding.

**I confirm the booking of the above wedding and agree to the Terms and Conditions.**

Clients Signature .....

Print Name .....

Date .....