

# The Barn at Brynich

Wedding Venue



## General information sheet & booking form

### Prices

- Wedding venue hire 2011/12 - £1900, 2013- £2000
- Four holiday cottages for three nights - 2011/12 - £1400, 2013 - £1500
- Our Civil ceremony set-up fee at the Barn is £350\*, but FREE for a mid-week wedding *\*(Please note that this is in addition to the hire fee & registrar's fee).*

Please note that due to a large increase in bank charges from June 1<sup>st</sup> 2010 we now charge 2.5% for all credit card transactions. Payment by cheque, cash or debit card will not be charged.

### What is included?

- All pre-wedding planning time with our Event Manager
- Event Manager for the duration of your wedding day
- Two members of staff for the duration of the day
- Use of our furniture up to the maximum numbers listed below. If you require different or additional furniture you can source this from our suppliers list. A handling charge may be added where Brynich staff are required to arrange and move additional furniture.
- Table linen is not included.

### Capacity

- Civil ceremony – Maximum 65
- Wedding breakfast/meal – Maximum 65
- Evening celebrations – Maximum 120

We can accommodate larger numbers if you decide to have a marquee for your wedding breakfast. Please note that where numbers are greater than those given above we will need to factor in the cost of extra staff at a rate of approximately £12/per hour for each staff member.

### Food

- We can recommend a selection of caterers to suit different budgets and styles.
- If you would like to use your own caterer you are welcome to do so, but please be aware that they will be asked to pay a £75 charge for use of our kitchen facilities. They will also require Public Liability Insurance.

### Drinks

- Our fully stocked cash bar will be open on your wedding day.
- Our licence is until 12 mid-night.
- We can provide arrival drinks, wine & champagne etc for your guests.
- You may provide your own wine & champagne if you prefer, but you will be charged corkage per bottle.
- You can not supply your own soft drinks & beers etc. We will be able to source particular drinks if required.
- We politely request that you and your guests purchase all their drinks from our bar during your wedding day.
- If you decide to have alcoholic wedding favours no corkage charge will be added for favours of 50ml and less.

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## BOOKING FORM (WEDDING RECEPTION)

Once you have confirmed the availability for the date you require please complete this booking form and return it to Simon Mackenzie-Mason, along with your deposit of 20% of the venue hire and 20% of the cottage charge (payable 'Brynich Leisure'). Your booking is not confirmed until we have received these items.

Many thanks.

***Please note that due to a large increase in bank charges from June 1<sup>st</sup> 2010 we now charge 2.5% for all credit card transactions. We apologise for this. Payment by cheque, cash or debit card will not be charged.***

### Details of wedding couple

Full name.....Mobile no.....

Full name.....Mobile no .....

Postal address.....  
.....Postcode.....

Home tel. no..... Any other contact numbers .....

Email.....

How have you paid your deposit? Cheque(s) / Cash/ Card

At this stage you may not have decided on all the details of your day. This form is just to give us an idea of numbers and rough timings on the day. In addition to this form you will be asked to complete & sign another form closer to the time with more accurate timings and details. This is to ensure it all goes smoothly.

Day and Date of Wedding .....

What time is your wedding ceremony? .....

*(We need to know this regardless of whether you are getting married here or elsewhere.)*

Are you having you Civil Ceremony at Brynich? Yes/ No

Anticipated Arrival Time at Brynich on day of wedding

.....

Number of Guests for Ceremony and/or Wedding Breakfast (Maximum 65)

Adults (& teenagers) .....Children (Under 12).....

Nominated Caterer.....

Wedding Breakfast Start Time .....

Total Number of Guests for Evening Reception (inc. Day Guests)  
Adults (& teenagers) .....Children (Under 12).....

Nominated Caterer for evening.....

**Type of Entertainment :**

Live Band.....

Barn Dance.....

Other.....

Special Requests.....

Is there anything else about your plans for the day that we should know?

.....  
.....  
.....  
.....

Would you have any objections to us taking photos on your wedding day that could possibly be used for promotional purposes or to give ideas to other prospective brides and grooms?

.....

**Terms & conditions** of contract relevant to functions and weddings (hereinafter referred to as 'the event').

**MAKING A BOOKING**

For all events at The Barn we require a non-refundable deposit of 20% of the venue hire at the time of booking. Six months before the date of the event you will be asked to pay 50% of the remaining total cost. The remaining venue charge and civil ceremony charge will be payable one month before your wedding day. The final balance which will include any extras, drinks packages etc will be payable within 14 days following the event. This portion of your booking can be paid by cash, credit/debit card or cheques. Cheques should be made payable to 'Brynich Leisure'. Please note that due to a large increase in bank charges from June 1<sup>st</sup> 2010 we now charge 2.5% for all credit card transactions. Payment by cheque, cash or debit card will not be charged.

For reservation of the holiday cottages an additional 20% of that cost will be required at the time of booking, the full balance for the cottages being due eight weeks prior to the arrival of guests. This portion of your booking can be paid by cash, credit/debit card or cheques made out to 'Brynich Leisure'.

At the approach of each payment date you will be sent an invoice by our accountant Jane. If you have any queries regarding this payment please call to discuss with Jane on 01874 623480.

**CONFIRMING YOUR BOOKING**

You will be asked to sign this document on confirmation of your booking. You will be given a copy of the signed document for your own records. This will act as confirmation that we are happy to take your booking and that you agree to the terms and conditions set out in this document.

## **PRICE GUARANTEE**

You will not be charged VAT on the venue hire. All other costs you are quoted will include VAT where applicable. The management wishes to point out that, whilst every effort will be made to maintain the current prices they may be subject to alteration. However the price you have agreed for venue hire will not change once the booking has been confirmed.

## **PAYMENT & PRICING**

We ask you to note that the venue hire charge includes use of the Barn, its bar and includes bar staff for your wedding day. Staff time is also included for pre-wedding planning and ensuring your day runs successfully. If you are planning anything that will require additional Brynich staff time you will be asked to cover this cost. For example, if you decide not to use our furniture, but bring in tables from elsewhere, our staffing costs will increase. Please bear this in mind when planning your budget and feel free to discuss the likely costs for such things with us at any time.

1. Payment will be payable as set out above.
2. The final payment is due 14 days following the event, by cash or credit/debit card. All incidental expenses incurred on the day of the event will be paid as part of this final payment.
3. Failure to make the final payment promptly will result in interest rising at the rate of 5% per annum above the HSBC bank base rate.
4. All payments are non-refundable and non-transferable in both date and name.

## **VARIATIONS TO BOOKINGS**

Changes in numbers - It is the obligation of the client to provide details of estimated numbers attending the event when requested to do so. Final numbers should be provided a minimum of seven working days before the event. Should you want to increase numbers after this time it will be solely at the discretion of Brynich Leisure as to whether any increase will be permitted.

Should you wish to postpone your event, and you inform us at least 12 months before the original date, then your full deposit can be transferred to another date. If your new date falls in a period where the prices are higher, you will pay the new higher price for that period.

## **CLIENT/GUEST USE OF PREMISES**

1. Brynich Leisure has statutory obligations which are incumbent upon The Barn relating to Liquor Licensing, Fire Regulations, Health & Safety and others. It is therefore the obligation of the clients and their guests to comply with these requirements and to follow directions by staff at The Barn in relation to them.
2. Consumables (e.g. food and beverages) must be supplied by The Barn unless otherwise previously agreed.
3. Clients and their guests shall not act in an improper disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the staff. If your guests do not leave promptly you may be charged an additional hourly staffing rate.
4. Any damage caused during the course of the event will be charged and be payable as part of the final payment.
5. Firework displays are not permitted unless arranged prior to the booking with the **owners** and arranged, risk assessed and carried out by a professional firework company who have the appropriate licensing and insurance in place.
6. Sky lanterns are not permitted.

## **LICENSING HOURS**

Bar closing times are 12.00 Midnight (Depart by 12.30am).

## **CANCELLATION**

### **Cancellation by the client**

In the event of a cancellation by the client, the following charges will apply; Your initial 20% deposit will be non-refundable regardless of the time of cancellation. Cancellation between six and three months will incur the loss of 50% of your second payment. If you cancel within three months of the event then you will incur the loss of the whole second payment.

### **Cancellation by Brynich Leisure**

The event may be cancelled by Brynich Leisure should any of the following circumstances occur:

1. The Barn or any part of it is closed due to circumstances beyond the control of Brynich Leisure. In the event of cancellation for this reason, Brynich Leisure will refund any advance payments subject to costs and therefore absolve themselves from any future liability.
2. The insolvency of the clients. In this instance Brynich Leisure will not refund any advance payments.
3. Failure to pay deposits and instalments as required will result in the cancellation of the contract. In this instance Brynich Leisure will not refund any advance payments.
4. Any other circumstances which, in the sole opinion of Brynich Leisure, would lead to the reputation of The Barn being damaged or damage being caused to the property. In the event of cancellation for this reason, Brynich Leisure will refund any advance payments subject to costs, and therefore absolve themselves from any future liability.

In all instances cancellations must be made in writing and will be effective on the date they are received by Brynich Leisure.

## **ACCESS TIMES**

Reservations are confirmed based on a daily rate, and are accepted on the basis that access to the room is limited to the period between 9.00am and 12 midnight on the day of the function. You are welcome to have additional access before your event with prior agreement with Brynich Leisure.

## **GENERAL**

1. The client shall be liable for any loss or damage to the property of Brynich Leisure, its patrons or any item within all buildings and grounds.
2. Brynich Leisure will take all reasonable steps to fulfil its obligation in respect of any event, to the best of its ability and in accordance with the details provided, but it reserves the right to provide alternative services of at least the equivalent standard and at no additional cost to the client.
3. Notwithstanding the above terms and conditions, Brynich Leisure will not be liable for any failure to perform its obligations to the client in whole or in part as a result of any of the following circumstances:
  - (a) Strikes or industrial action
  - (b) Flood
  - (c) Act of God
  - (d) Fire
  - (e) Civil commotion
  - (f) Failure of service

- 4. Brynich Leisure reserves the right to add any new or additional tax imposed by lawful authority, which was not known at which time the contract was made.
- 5. Any form of entertainment, booked by the client, for any event held at Brynich will be entirely the responsibility of the client.
- 6. We would advise you to consider Wedding Plan Insurance for your Wedding.

**ALCOHOL IN THE BARN**

We must insist that you and your guests purchase all drinks from our bar during your wedding day. We have in the past had an issue with guests bringing their own drinks into the Barn, or using drinks that they have in the cottages. This puts us in breach of licensing laws. Any drinks found on the premises that have not been purchased from our bar will be subject to a flat rate corkage charge of £200. This will be added to your final bill. We sincerely apologise for this, but we simply can not afford (legally or financially) for this to happen.

I.....(Print name) would like to book an event at The Barn at Brynich and agree to the above terms and conditions.

Sign ..... Date.....

Member of staff taking booking .....

**For Brynich Use only:**

RMS completed

BBHC informed?

SAGE & Spreadsheet

Diary/wall chart

Ref: