

The Barn at Brynich

Wedding Venue



Prices

- Wedding venue hire (day of wedding only):
2019 low season- £1800, Mid-Season - £2300, Peak season £2700
2020 low season- £1800, Mid season- £2400, Peak season £2800
2021 low season- £1800, Mid season- £2500, Peak season £2900
(low season: Jan, Feb, March, Nov, Dec, Mid-Season: April, May, June, Sept, Oct Peak season: July Aug)
- All four holiday cottages & gardens for three nights - 2019/20 :£1700 2021/22:£1750
- Our Civil Marriage/ Civil Partnership Ceremony (or Wedding Blessing) set-up fee at the Barn is £400*. *If you require a full wedding celebration. Civil ceremonies are not available in low season unless total numbers are below 40 guests.*
**(Please note that this is in addition to the hire fee & registrar's fee).*
- Civil Marriage Ceremony, Civil Partnerships or Wedding Blessing only - £500 – (on restrictive dates)
- The siting of a marquee for your reception - £200 (This does not include any additional staffing required).
- A £500 bond will also be taken. This covers the rare instances where damage is caused during your stay. This will be refunded to you following the wedding.

What is included?

- Exclusive use of the Barn and lawns.
- All pre-wedding planning time with our Event Manager.
- Event Manager for the duration of your wedding day.
- Additional 2 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.
- Cake table & cake knife.
- Glassware and wine coolers.
- Free car parking for you and your guests.

Capacity

- Civil ceremony (or Blessing) in the Barn – Maximum 80 (*Please note that Civil ceremony is not available in low season if followed by a reception, unless total numbers are below 40 guests.*)
- Wedding breakfast/meal in the Barn – Maximum 80 (Please note that if your numbers exceed 64 the choice of table plans will be reduced, however we are able to seat a maximum 80 guests)
- Evening celebrations – Maximum 120. Note: *We can accommodate larger numbers in the day if you decide to have a marquee for your wedding breakfast (up to 120 guests). 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 £15 per hour for each staff member. Amplified music is not allowed in the marquee, evening party will take place in the Barn.*

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 sign a copy of our catering contract. We will also require a copy of their Public Liability Insurance certificate.
- Caterers will also be expected to supply all crockery and cutlery and waiting staff for your wedding day. Please ensure your caterer is aware of these points before they quote for you.

Drinks

- Our fully stocked cash bar will be open on your wedding day.
- Our licence is until 12 midnight.
- 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. Our current corkage rates are £9.50 for wine & £12.50 for sparkling wine/Champagne (75cl bottles)
- You cannot supply your own soft drinks & beers etc. We may be able to source particular drinks if required. This can be discussed with our Events Manager
- We must insist that you and your guests only consume drinks provided by us or purchased from the 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.

The Barn at Brynich

Wedding Venue



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

Details of wedding couple:

Full name.....

known as.....

Mobile no.....

Email:

Full name.....

known as.....

Mobile no.....

Email:

Name & address for postal correspondence.....

.....

.....Postcode.....

Home tel. no.....

Any other contact numbers

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

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(if known)?

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

Are you having your Civil Ceremony or Blessing at Brynich? Yes/ No

If not, where will it be held and what is your anticipated arrival time at Brynich on day of wedding

Estimated Number of Guests for Ceremony and/or Wedding Breakfast
(Maximum 80)

Adults (& teenagers)Children (Under 10).....

Total Number of Guests for Evening Reception (inc. Day Guests)
(Maximum 120)

Adults (& teenagers)Children (Under 10).....

Do you wish to book the Barn the day before your wedding for decoration purposes? YES/ NO. (If you do not book the barn you will only be guaranteed access to the Barn after 4pm the day before your wedding)

Nominated Caterer (if known).....

Type of Entertainment (if known):

Eg: Live Band/DJ/Barn dance etc.....

Special Requests.....

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

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

We like to use photos of Wedding days to promote the Barn and give other couples ideas. You can see examples of the way we have used pictures in our photo albums, on our website, Google+ and social media pages. If you object to any photos taken on your wedding day being used in this way, please let us know:

General use: Happy Not Happy

Social Media Use : Happy Not Happy

We.....and.....
(Print Names) would like to book an event at the Barn at Brynich and agree to the following Terms & Conditions.

Signed..... Date.....

Signed..... Date.....

Member of staff taking booking.....

For Brynich Use only:

RMS completed

SAGE & Spreadsheet

Diary/wall chart

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 along with any extras such as table linen and extra staff. A £500 bond will also be added to your final invoice. This will be refunded to you unless we are in a position where we need to cover the cost of any damage caused during your stay - For example, damaged carpets in the cottages, broken windows and so on. The bond will also include instances referred to in the 'Payments and Pricing' section of this document where Brynich staff are required to carry out additional tasks on the day of your wedding, or as a result of the wedding. The £200 corkage charge referred to within the 'Alcohol in The Barn' section is also covered within this bond. The initial portions of your booking can be paid by cash, credit/debit card or cheques. Cheques should be made payable to 'Brynich Leisure'.

The final balance will include all drinks, corkage charges and additional weather dependant items (such as the games package and hay bales) and must be paid for before departure from Brynich at the end of your stay by cash or debit/credit card.

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, BACS, credit/debit card or cheques made out to 'Brynich Leisure'.

Please use the following details for BACS payments:

Sort Code: 40-13-20

Account No: 51228412

Account Name: 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. Once we receive your deposit we will send you a receipted invoice, a payment schedule, and copies of our caterers' contract, entertainment providers' contract and Details of the Day forms.

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

The day before your wedding we will take a swipe of your payment card. This will not result in any monies being taken from your account at this time. However in the event of a failure to pay promptly, for all invoiced items, this will authorise us to take the owed monies without the need for additional consent.

We ask you to note that the venue hire charge includes use of the Barn and 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. Your caterer should take responsibility for serving evening food and cutting your cake. If they do not do so, and our staff are required to step in on the day and carry out these tasks an additional charge of £50 for each task will be added to your final bill. Please bear this in mind when planning your budget and the flow of your day 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. Failure to make the final payment promptly will result in interest rising at the rate of 8% per annum above The Bank of England base rate.
3. All payments are non-refundable and non-transferable in both date and name.

VARIATIONS TO BOOKINGS

Changes in numbers - It is the responsibility 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. All beverages must be supplied by The Barn unless otherwise previously agreed.
3. All food must be served in accordance with HACCP regulations.
4. Clients and their guests shall not act in an improper or 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.
5. **Any** damage caused during the course of the event or during your stay in the cottages will be charged and the £500 bond, or a portion of it, will be retained to cover these costs.
6. Children must be supervised throughout their visit to Brynich.
7. We expect to have to clean thoroughly after your visit, however, any additional cleaning that Brynich regards as unreasonable will be charged for.
8. 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.
9. Sky lanterns are not permitted.

LICENSING HOURS

Owing to our licensing conditions, the bar will stop serving and music must end promptly at midnight. The Barn must be totally vacated by 12.30am.

ALCOHOL IN THE BARN

We must insist that you and your guests purchase all drinks from our bar during your wedding day. In the past we have 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 retained from your £500 bond. We sincerely apologise for this, but we simply cannot afford (legally or financially) for this to happen.

We may be able to source particular drinks that are not normally stocked. These will be quoted for on request and any that remain unsold at the end of the night will be charged for at a rate to be agreed. Any keg deposits, delivery charges etc. will also be chargeable.

Bar tabs on the day of the wedding will only be allowed for the bridal party (including Best Man, Father of the Bride etc.). All bar tabs are to be settled by 11.30pm that night.

CANCELLATION

Cancellation by the client

In the event of a cancellation by the client, all payments made are non-refundable, therefore we strongly advise that wedding cancellation insurance is taken out.

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

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.

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.

Access for decorating the Barn is permitted between 5pm & 8pm on the day before your wedding. Should your decorations need more time than this the Barn can be booked for £100 for the whole day (9am to 8pm) payable one month before the wedding. (Please allow time to meet with the event Manager to run through final details within either of these times). The Barn must be vacated by 9am Monday morning.

The cottages will be available from 4pm on the day of arrival. Your stay is for three nights and time of departure is 10:30am. Please ensure all bed sheets are stripped before departure.

GENERAL

1. The client shall be liable for any loss or damage to the property of Brynich Leisure and Brynich Farm, 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. We will require a copy of their public liability insurance.
6. We would advise you to consider Wedding Insurance for peace of mind on your big day.

GDPR

In order to be GDPR compliant, we require your permission to contact you by phone & email. We also require permission to retain your contact details. In signing this document you are giving that permission. We promise to keep your details secure and will never pass them on to any third party organization (unless legally required to do so). If you have any concerns please contact us.