



Winslade Park Events Terms & Conditions

1. Conditions

Winslade Park Limited (“Winslade Park”). Winslade Park will submit a written quotation which the person hiring the venue (the “Hirer”) shall accept online or in writing. In the absence of such written acceptance of the quotation making payment of the deposit shall validate the Contract. All aspects of your contract with Winslade Park Events will be subject to these terms and conditions of hire.

2. Period of Hire

The period of hire is understood to mean the period for which the venue is required to be ready and available for use.

- The period of hire is one day from 9am-00:00 midnight.
- Music must end at 12 midnight (late license available at additional charge)
- Guests must leave the Estate promptly and have pre-organised transport. Carriages MUST be booked in advance of arrival

3. Deposits & Payments

A 30% deposit is paid to secure the venue, this must be paid within 10 days of the original enquiry – This is non-refundable and non-transferable.

Final details are required 4 weeks prior to the event date after which a pro forma invoice will be sent.

Full payment must then be received 3 weeks prior to the event date. 48 hours prior to the event is the last chance for the client to make any further changes - any reduction in numbers within 48 hours cannot be refunded or added as credit to your account. The client has a 10% swing in numbers. Any increase in numbers will be settled on the day or prepaid.

4. Making your booking

1. We may agree to you making a provisional booking with us, but this is not legally binding on either you or us unless and until a deposit is received. 2. If you want to make a booking with us, you should do so within 14 days of the date of the provisional booking, and pay the non-refundable deposit. Payments can be made in cash, cheque, BACS or credit/debit card using our payment link. Please note your deposit will not be refunded if you subsequently cancel a confirmed booking, as explained in point 13 below. A contract is only formed between you and us when we accept your signed booking form. No booking application shall be binding on us and no contract shall be formed unless and until we send confirmation of receiving the signed booking form.

- a. If an event contract is not returned signed by the proposed organiser/s, but the non-refundable deposit has been paid in full, the venue will understand that you accept the full terms of the conditions in the contract.

5. The Business's Management of The Event

The hire charge includes an events coordinator in the lead up to the function and on the day. This charge also includes waiting staff, bar staff and duty management on the day.

- The Client agrees on their own behalf and on behalf of every guest that the opinion of the Business is final in regard to safety matters.
 - To comply with any requests or orders made by the Business in the interests of safety however expressed.

- To comply with any reasonable instruction given by the Business for any other reason.
- The Business reserves the right to request any guest to leave the event if in the opinion of the business the guest is behaving in a dangerous, unreasonable or disruptive manner and the client agrees to procure that such a request will be complied with by each and every guest. In such circumstances the business shall be under no liability to the client or the guest in respect to any refund of the price or compensation for any costs or damages, which may be incurred, by the client or guest.

6. Noise Pollution

- The Business reserves the right to manage and prevent noise pollution. ● The Client agrees that any band, entertainment, music provider will adhere to the business policy and sound limits.
- Should any of the above parties not adhere to the sound limits then the business reserves the right to stop or prevent them from performing at the event.

7. Winslade Park Equipment Hire

Winslade Park operates an equipment hire facility, on occasions where the hirer enters into a financial agreement to hire any equipment, it will be considered for the duration of the event as 'property of Winslade Park.

8. Audio Visual Equipment

Room hire includes the basic audio-visual Package, which includes PA, radio mic and LED monitor on stand. Hire of the interactive LED wall is available for the duration of the event and the evening entertainment from £500, to include a partner qualified engineer.

9. 3rd Party vendors “contractors”

The hirer will enter into agreements with contractors at own risk, Winslade Park cannot be held liable for any contractors' arrangements and contracts.

- Band and music acts will need to be provided with operating terms and conditions, which will need to be signed for prior to the event commencement. On the occasion where contractors require use of house lighting, LED wall or PA integration a partner qualified engineer needs to be present or can be hired from £500.
- The Business does not allow external caterers.
- All suppliers booked by the Client who visit Winslade Park, at any point throughout the Agreement, must have sufficient valid Public Liability Insurance and evidence must be provided on request.

10. Loss or Damage

We have a refundable damage deposit fee of £500 as insurance for us against accidental damage of Winslade Park and Winslade Park hire equipment - We take this to protect ourselves and maintain our equipment to a high standard.

- Broken property will be paid for in full by the client. At the rate of a like for like replacement.
- Broken glassware will be charged for. At the rate of a like for like replacement.
- We do allow Chinese Lanterns. Confetti should be biodegradable or rose petals. Plastic table confetti is not permitted.

11. Events outside our control

Except as set out in this clause, we shall not be liable or responsible for any failure to perform, delay in performance, variation, or cancellation of any of our obligations under our contract with you where such failure, delay, variation, or cancellation arises from events beyond our reasonable control. Such events include, but are not limited to, serious damage to the venue, serious adverse weather conditions, acts of God, war, strikes, riots, lock-outs, pandemics, epidemics, fire, flood, interruption or failure of utility

services (including electric power, gas, or water), restrictions on the use of transport, fuel or power, requisitioning, shortage of materials, transport or labour, or any other cause beyond the control of Winslade Park.

In such circumstances, we shall use every reasonable effort to notify you as soon as reasonably practicable. If, as a result of such events, we believe we have no alternative but to cancel your booking, we shall use reasonable endeavours to assist you in postponing your event to a later agreed date.

Please note that while every effort is made to ensure a pleasant event environment, we cannot guarantee that sporting activities, including cricket, will not be taking place on the cricket field opposite the manor during your event. Any noise or activity arising from use of the field is outside our control

12. Modification of Contract

No verbal representations or arrangements are recognised by Winslade Park and these terms and conditions shall only be modified by a supplementary written contract.

13. Cancellation or premature termination of contract

Cancellation by Clients:

- The Client may cancel the Event but cancellation will only take effect from the date that the Business received written notice of cancellation. A cancellation fee will be payable as set out below,

Period of Notice = Cancellation fee:

- 60 day or more notice = Non refundable deposit Only (30% of forecasted cost)
- 30 to 59 days notice = 50% of total forecasted cost
- 1 to 30 days notice = 100% of total forecasted cost

Cancellation by the Business:

The Business reserves the right to cancel the event if;

- The full payment has not been received by the business by the event date in

accordance with payment terms.

14. Amendments to the Event

If necessary whether for reasons of safety or such as unavailability of qualified staff or suitable equipment or adverse weather conditions, or for other justifiable reasons the Business reserves the right to make, after consultation with the client wherever possible and as soon as reasonably possible.

15. The Business's Liability

1. The Business shall be required to take all reasonable care in providing the services and having regard to health and safety legislation
2. The Business shall have no liability to the Client or the Guests (Other than death and personal injury of a guest resulting from the Business's negligence) for any loss or damage of any nature however caused arising out of or in connection with attendance at the Event or to the property of the Client or Guest unless otherwise covered by the public liability insurance carried by the Business at the date of the Event, any such claim by the Client or Guest being made on the terms and conditions of such insurance a copy of which is available on request.
3. The Contract of which these Terms and Conditions form part shall be governed by the Laws of England & Wales and the parties hereto shall submit to the exclusive jurisdiction of the English & Welsh Courts.

16. Price Variations

The business reserves the right to increase its prices, or to make minor changes to the goods or the services offered, in the event of the Client requesting changes to the Assignment, or in circumstances beyond its control such as to reflect changes in relevant laws and regulatory requirements, or to implement minor adjustments and improvements. Inflationary increases on food and drink will be charged. Any changes will be set out in writing and agreed.

The Business also reserves the right to review its food and drink prices annually. Changes to VAT or other taxes or duties by the government may be reflected in any prices charged.

17. Insurance

The Client is required, as part of your Booking with the Business, to obtain wedding/event insurance that provides (as a minimum) sufficient cover for the risk of your Booking being unable to proceed as a result of an Unexpected Event. This is due to the Client's financial commitments to the Business if their Booking is cancelled because of an Unexpected Event. They are also recommended to consider more comprehensive wedding/event insurance against their other risks such as potential financial commitments to other suppliers. If the hirer chooses not to, or is otherwise unable to obtain wedding/event insurance that provides sufficient cover for their risks under the Agreement, they agree that this is at their own risk.

The business does not insure against or accept liability for loss, damage or accident or property (including vehicles) when attending events at Winslade Park.

18. Changes to the venue and/or event package

1. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your event. For example, we may make changes to the décor and colour schemes of function rooms, and we cannot guarantee that the venue and its surroundings will be free from additional structures (such as marquees or scaffolding).
2. We will notify you of any significant changes, but unless the change is one which is likely to fundamentally change the nature of your event experience we will not offer a refund, costs or compensation.

19. Changing the Event Date

The Business will consider requests to change the Event Date for special circumstances only and if the request is made at least 30 days prior to the original Event Date.

The final payment will be due 30 days prior to the new Event Date. If the Event Date is changed the Package will be recalculated based on the current brochure costs at the time of the change and you will forfeit the fixed prices agreed at the time of Booking.

However, the Venue Hire price will not be reduced below the amount agreed at the time of booking.

As our events have a non-refundable and non-transferable deposit, the business will keep the existing paid deposit and charge a new deposit based on the new invoice cost on the new date.

By Signing Below You confirm that you have read and agree with the above conditions.

Name:

Date:

Event Date:

Signature: _____



Winslade Park Estates
Ltd