



TERMS AND CONDITIONS

1. All bookings will be deemed provisional until confirmed by payment of deposit.
2. **50% of the Exclusive Hire Charge deposit (non-refundable) to be paid on confirmation of booking.**
3. 50% of TOTAL wedding amount due **6 months prior to wedding date.** (Amount owed is less 50% of the EHC proportion already paid in item 2).
4. Remaining 50% of the TOTAL wedding amount due **6 weeks prior to your wedding date.**
5. Cancellations must be made in writing.
6. Less than six weeks notice of cancellation prior to the event, the full amount of the function/event will be charged.
7. More than six weeks but less than four months notice of cancellation prior to the event, 50% of the total will be charged.
8. More than four months notice of cancellation prior to the event, the initial booking fee will be retained by Birtsmorton Court Ltd (BCL).
9. Wedding couples planning a Church wedding in Birtsmorton Church are obliged to contact the Rev. Michael Rogers on 01684 833230 to ascertain availability and the cost of using the church.
10. Wedding couples planning a Civil wedding are obliged to contact the Malvern Registry Office on 01684 573000 to secure a Registrar.
11. As Birtsmorton Court is a Private Home, there are Terms and Conditions of Access to the venue. Please refer to this sheet in the Post Booking Pack.
12. Any additional items such as extra drinks consumed, will be invoiced after your event and payment will be due 14 days after the date of invoice. An approximation of how much alcohol will be consumed during Reception Drinks and the Wedding Breakfast will be made during the 2nd Wedding Meeting. Should less alcohol be served, a refund will be issued post wedding. Should the allocation run out, Vine House Catering (VHC) will continue to serve your chosen drink, unless BCL Management are otherwise instructed, and a post wedding invoice will be issued.
13. There is a NO SMOKING policy in the Garden Room and Marquee.
14. All guests must vacate the venue within 30 minutes of the close of the event.
15. All property will be removed from Birtsmorton Court within five days of the close of the event, unless prior arrangements are made. BCL will dispose of any property remaining after that time.
16. The cost of any damage caused by the attendees of an event will be invoiced to our client at the cost of repair and loss of revenue of other bookings at Birtsmorton Court. Guests who behave in a drunk and disorderly manner will be asked to leave the premises.
17. Only Real Flower Petal Confetti is permitted in all areas of the church and the Birtsmorton Court Estate. Due to the difficulty in removing them, no sparkling decorations are to be laid on the tables in the Garden Room or Marquee or used as confetti. Should either of these be used, an additional cleaning charge will be issued post wedding.
18. All guest cars must be parked in the designated customer car park behind the Garden Room, and cars must be removed by no later than 11AM the following day. Guests leave their vehicles in the Birtsmorton Court car park at the owners risk.
19. The grounds of the estate will be secured by erecting barriers around the gardens surrounding the Garden Room from 7.30pm in the summer months and 5.30pm in the winter months. This is for safety and insurance against guests falling in the water. Parts of the bridal party are permitted to go outside this area after the barriers have been erected by prior arrangement with BCL Management.

BIRTSMORTON COURT

WORCESTERSHIRE



(01684) 833 888

20. If clients wish to provide supplementary illumination for the gardens surrounding the Garden Room, they must hire oil burning lanterns or shrouded candles from BCL. This is to safeguard the lawns from excess damage.
21. Should the venue be available the day before your wedding, you can access the Garden Room and Marquee from 12.00noon - 5.00pm for set up.
22. For wedding parties that cannot be offered access to the Garden Room the day before their wedding, all table decorations and place names etc. must be given to Vine House Catering (VHC) to set out once the tables have been laid. Please speak to Rachel Dykes of VHC on 01531 631833 regarding the requirements of how the table arrangements/decorations and stationery should be provided to them.
23. Should a wedding party source outside Wedding Service Providers that generate additional administration and organization for the Birtsmorton Court Ltd. management team, £60 plus VAT per supplier will be charged to cover administration time.
24. Wedding couples are requested to provide BCL with a full list of day and evening guests no later than 10 days before your wedding - this is for Health and Safety and Fire Regulations.
25. Guests must take full responsibility for any children invited to a wedding at Birtsmorton Court due to the risks of deep water around the estate.
26. Should you be planning on using a Wedding Organizer, please inform the BCL Management during your 2nd Wedding Meeting.
27. All items listed on the Bespoke Wedding Services Interest Form must be sourced through BCL.
28. Wedding Service Providers must collect any equipment left at the venue by 12.00noon on the Monday following your event. BCL will dispose of any property remaining after that time, unless prior arrangements are made.
29. Wedding couples must have contacted Rachel Dykes of VHC before the 2nd Wedding Meeting to discuss menu choices. Wedding parties of over 100 may well incur the additional cost of a catering marquee. Please discuss this requirement with VHC, and associated costs with BCL.
30. Dependent on weather, the hire of a marquee heater might be required for weddings from 10th September - 1st June and this cost will be passed onto the wedding couple.
31. Should you wish to use candles as part of your table decorations, please discuss this with BCL Management during your 2nd Wedding Meeting.
32. There are Terms and Conditions associated with using the Bridal Suite, please refer to these should you wish to book this facility.

07/01

Signed

Date of Wedding