

Crockwell – Terms and Conditions

Crockwell, Eydon, Northamptonshire NN11 3QA

Please note the following requirements before confirming your reservation:

Quotations

Quotations are based on current prices and are guaranteed for 30 days from the date of issue.

When you book your wedding we will guarantee the quoted prices for two years from the date of the reservation.

For weddings reserved more than two years in advance we will re-quote if prices have changed, 2 years ahead, and give couples the opportunity to confirm or cancel their booking.

Confirmation

At the time of the booking, a signed copy of these Terms and Conditions will be required.

Deposits, Payment Schedule and Cancellations

We guarantee our quotes for two years from the date of your reservation. If you book more than two years ahead, we will hold an option on a date on payment of a deposit of £500. We guarantee the facility fee will be fixed but catering, drinks and accommodation can increase. Two years before the wedding we will re-quote. At that point we will require a confirmation deposit of £2,000, if you decide to cancel, you will lose your £500 holding deposit.

The hirer will pay JB Harper a non-returnable deposit of £2500 at the time of a confirmed reservation.

£1000 of this deposit will be forwarded to our appointed caterers, who will send you a receipt. They will deal with all catering requirements. Please note that Crockwell act as a collecting agent for the catering fees; your contract for the catering is with the caterers.

Six months before the wedding we will require a further payment, bringing your deposit up to 50% of the estimated total. We will need a meeting during office hours to go through the details of your day. You will also need to meet the caterers to confirm your menu. We will email an updated quote to reflect your plans to include your menu, drinks package, accommodation and returnable damage deposit.

Some clients prefer to set up a schedule of regular payments by bacs or direct debit; we will send receipts as payments are made and deduct the total paid from the outstanding balance.

One month before the wedding we will ask for confirmation of final numbers. We will invoice for the balance which will be due for payment, with any cheques cleared, ten days before the wedding. Any incidentals will be charged for separately after the event, and should be paid in full within 21 days of the event.

Reservations made within 30 days of the event are to be paid in full upon confirmation.

In the event of cancellation, the following charges will be made:

- **Cancellation of a confirmed booking – loss of deposits.**
- **Cancellation of a confirmed booking with less than six months notice – loss of total payments made to date.**

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Guest Numbers

The hirer shall state the approximate number of guests expected to attend the event at the time of the booking. At the meeting held six months before the wedding, confirmation of expected numbers is required. Final numbers are to be confirmed 21 days prior to the event.

The caterers will credit for no more than a 5% reduction in numbers between the six month meeting and the final number.

Times of Hire

Access will be made available from 2.00 pm on the day before the wedding, until 12.00 noon on the day afterwards.

There will be a surcharge payable on weddings starting before 1.00 pm.

Bar

Any alcohol supplied by the hirer will be subject to our corkage charge. This must be paid for in advance as part of the wedding invoice. If more is consumed on the day of the event, the additional corkage charge will be added to the incidentals invoice and should be settled within 21 days of the event.

From the time of arrival until closure of the bar all drinks consumed on the premises must be bought from Crockwell, or agreed corkage paid.

Drugs

We have a zero tolerance policy for any form of illegal drugs, anyone found to be in possession of illegal substances on the premises will be removed.

Damage & Liability

We require a damage deposit of £500 10 days prior to the event. In the event of any damage or loss to the property including carpets, fixtures and decorations, a charge will be made from this deposit.

J B Harper or Crockwell will not be responsible for any loss or damage to any property belonging to or brought onto the premises by any person, including motor vehicles and their contents, and is not liable for any injury or any loss or claim by or to any person on the premises.

Force Majeure – J B Harper or Crockwell cannot accept liability or pay compensation where the "performance or prompt performance of our contractual obligations is prevented or affected by circumstances amounting to force majeure". Such events may include but are not limited to fire, floods, riots, civil strife, terrorist activity, industrial action, natural or nuclear activity and all similar events outside our control.

All lettings are subject to the acceptance of the terms & conditions of JB Harper as set out above

Signed:

Name in block capitals:

Date of wedding:

Dated:

www.crockwellfarm.co.uk

01327 361358