



Standard Conditions of Hire for Weddings

The Barns at Hunsbury Hill - Standard Conditions of Hire

1. General

Throughout these conditions The Hunsbury Hill Centre Ltd (registered company number 08462691) Hunsbury Hill Centre, Harksome Hill, NN4 9QX, is referred to as “we”. “Our” is to be construed accordingly and “we” and “us” means and includes our directors, employees, volunteers, agents. The hirer is referred to as “you”; and “your” is to be construed accordingly. “You” also includes (where appropriate), your employees, volunteers, agents and invitees. The “Agreement” means these Standard Conditions of Hire and the Booking Form.

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

2. Booking/Payments

You will be required to make the following payments in connection with the booking for your wedding:

- 2.1 If you would like to book the venue for your wedding or wedding reception, a date can be provisionally held for up to two weeks, free of charge. After this time, you can either release the date or secure your booking as per the details below;
- 2.2 In order to secure your booking, we require that you (a) pay a Venue Hire Deposit, which is 50% of the venue hire charge; (b) pay a non-refundable Catering Deposit of £500 (five hundred pounds); and (c) sign and return a completed booking form with a copy of your estimate. Until the above items have been received, the date you have provisionally booked is not secured.
- 2.3 You will be required to pay the balance of the venue hire fee and, if applicable, the civil ceremony fee not later than eight weeks before your event. At this time you will also be required to provide us with your final guest numbers.
- 2.4 You will be required to pay the balance of the catering fee not later than six weeks before your event. Once this invoice has been paid, guest numbers cannot be reduced.
- 2.5 A refundable Damage Deposit of £250 (two hundred and fifty pounds) is required to cover making good any damage or additional cleaning required. This is payable by **cheque** not later than six weeks before the date of the event.

We reserve the right to charge an administration fee of £50 (fifty pounds) for any late payments.

3. Catering

- 3.1 Unless you have our written permission to the contrary, only food and drink, including all alcoholic drinks, provided by Impressions Caterers Ltd (“Impressions”) may be purchased and consumed on the premises. Impressions has the sole right to run the bar and catering services. The contract for your food and beverage package is with Impressions and not with us or our parent company, Northamptonshire ACRE. However, under the terms of our agreement with Impressions, we collect payment for the bar and catering services on their behalf. It is Impressions and their staff who are responsible for setting up the venue and bar for your event.
- 3.2 Corkage will be charged if you provide your own table wine and corkage fees must be paid at least 6 weeks prior to your event.
- 3.3 The serving of food and beverages (including alcoholic drinks) will finish at least thirty minutes before the end of the event.
- 3.4 You must notify us of any dietary requirements (including food allergies) at or prior to your final meeting with the event manager.
- 3.5 The minimum number of guests required for an event is as follows:
 - 3.5.1 Bookings taking place on a **Friday or a Saturday between 1st June and 30th September** require a minimum of 60 adult guests. For bookings of fewer than sixty adult guests, you will be charged at the minimum rate of sixty adult guests.
 - 3.5.2 Bookings taking place on **any other date**, except a Friday or a Saturday between 1st June and 30th September, require a minimum of 40 adult guests. For bookings of fewer than forty adult guests, you will be charged at the minimum rate of forty adult guests.

3.6 We reserve the right to alter the catering arrangements for your event but will endeavour to maintain the catering offered subject to availability.

4. Maximum number of permitted users

You agree not to exceed the maximum permitted number of people per room including the organisers/performers, staff, attendants and others (for example, DJs); those numbers are: High Barn: 120, Low Barn: 50, Bar/Patio Area: 30. The maximum number of people allowed at any one time on the premises must not exceed 200 including provision for 20 staff, attendants and others. The maximum number of guests for the wedding breakfast is 85 and the maximum number of guests for the evening reception is 180.

5. Supervision

During the period of the hiring, you are responsible for:

- 5.1 care of the premises and its contents, safety from damage (however slight) or change of any sort;
- 5.2 the behaviour of all persons using the premises whatever their capacity excluding the event staff;
- 5.3 ensuring the premises are not used for any unlawful purposes or in any unlawful way; and
- 5.4 ensuring that these Standard Conditions of Hire are met.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

6. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies or licences covering the premises.

7. External Suppliers

- 7.1 We will require you to ensure that all suppliers providing services for your event provide us with copies of their Public Liability Insurance Certificate. We also require you to provide us with contact details for all external suppliers not later than six weeks before your event. External suppliers will have access to the premises during the venue hire times stated on the booking form for your event.
- 7.2 **Only** persons with Public Liability Insurance are permitted to use ladders on the premises. For insurance purposes, we do not allow our staff or members of the public to use ladders or steps at the venue, inside or outside. Any items where a ladder has been used to dress the premises must be removed at the end of the period of hire.
- 7.3 If you wish to arrange for a marquee, awning, bouncy castle or other form of semi-permanent structure to be sited on the premises please obtain our prior written consent.

8. No alterations

You must not fix or install anything to the walls or woodwork in and around the venue.

9. Indemnity & Insurance

If you or your guests have caused it, you are liable for the cost of repair of any damage (including both accidental and malicious damage) done to any part of the premises, the grounds surrounding the premises, and the contents and services in the premises. You are also responsible for all claims, losses, damages and costs made against, or incurred by us, or Impressions Caterers or their employees (including any nuisance caused to a third party) as a result of your use of the premises.

10. Electrical appliance safety

You must ensure that any electrical appliances brought by you or your contractors to the premises and used there are safe, in good working order, used in a safe manner in accordance with the Electricity at Work Regulations 1989, and (where appropriate) have been PAT Tested. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

11. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises by yourself, or your contractors and all liability for loss or damage is hereby excluded. All belongings, including any decorations, must be removed at the end of the hire period unless prior arrangement has been made. Any items left will be retained for a maximum of 21 days and a small charge will be made if you have not collected your items at the agreed time. After 21 days, we reserve the right to dispose of uncollected items.

12. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

13. Public safety compliance

In the event of a fire, you must follow the instructions of the event staff regarding the evacuation of the building. You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authorities, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

In the event of any outbreak of fire, however slight, you must immediately alert the event manager or the nearest member of staff and follow the instructions of the event staff regarding the evacuation of the premises. During the period of hire, you must ensure that the doors, passages and staircases are kept clear and unobstructed and no chairs or other articles are placed so as to cause an obstruction. The doors of all rooms and all external doors must be unlocked during the period of hire.

14. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

15. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of either our equipment or equipment brought on to the premises by yourself, or your contractors. All accidents involving injury must be reported to us at the time they occur and you must assist us with completing the relevant section in our accident book. It may also be necessary to submit a special form to the Incident Contact Centre in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

16. Explosives and flammable substances

No fireworks or highly flammable substances may be brought into or used in any part of the premises and no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) may be erected without our prior written consent. Please ensure that only candles that are in holders, which come over and above the flame, are lit. Further, you are specifically requested not to permit the use of confetti cannons, fireworks or Chinese lanterns anywhere inside or outside the premises. You must ensure that no unauthorised heating appliances are used on the premises.

17. Premises Licence

17.1 Our premises licence requires all activities at the premises to end by 11.30pm. Please ensure the minimum of noise is made by your guests on arrival and departure. In relation to live music, this must comply with our licensing conditions and must finish at 10.30pm. Live music is permitted outside the High Barn and bar area until 6pm and must not be amplified. The doors to the High Barn will be kept closed from 9pm onwards to lessen the noise from live or recorded music. All recorded music must end at 11.30pm.

17.2 Our premises licence only permits the sale of alcohol until 11.30pm.

18. Drunk and disorderly behaviour and supply of illegal drugs

Drunk and disorderly behaviour is not permitted either on the premises, or in their immediate vicinity. All persons suspected of being under the influence of drugs or who are behaving in a violent or drunk and disorderly way must be required to leave the premises in accordance with the Licensing Act 2003. No illegal drugs may be brought onto the premises.

19. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

20. Music & Film

These Conditions give you our written permission for the performance of live music and the playing of recorded music and the showing of films under the Deregulation Act 2015. You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification and, if necessary, you must ensure that you have the appropriate copyright licences for any film shown.

21. WiFi Service

When using the WiFi service at the premises you agree not to use the service for:

- 21.1 disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene, pornographic, or otherwise objectionable material, or otherwise breaching any laws;
- 21.2 transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice; and
- 21.3 making, transmitting or storing electronic copies of material protected by copyright without the permission of the owner.

22. Availability of the WiFi Service

Although we aim to offer the best WiFi service possible, we make no promise that the service will meet your requirements. We cannot guarantee that the service will be fault-free or accessible at all times.

It is your responsibility to ensure that any WiFi enabled device used by you is compatible with the service and is switched on. The availability and performance of the service is subject to all memory, storage and any other limitations in your device.

We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with the service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of the service. Network speed is no indication of the speed at which your WiFi enabled device or our service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

23. Termination of the WiFi Service

We have the right to suspend or terminate the WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions of Hire including, without limitation:

- 23.1 if you use any equipment which is defective or illegal;
- 23.2 if you cause any technical or other problems to the service;
- 23.3 if, in our opinion, you are involved in fraudulent or unauthorised use of the service;
- 23.4 if you resell access to the service; or
- 23.5 if you use the service in contravention of the terms of these Standard Conditions of Hire.

24. Privacy and Data Protection

- 24.1 By using the Wifi you agree that we may collect and store personal data obtained through your use of the service and may process all information about you in accordance with your legal rights under the Data Protection Act 2018 and the Regulations made under it solely for the purposes of offering the service.
- 24.2 For information about how we use personal information and your rights in relation thereto, please refer to our Data Protection Policy on the Data Compliance page of our [website](#).

25. Animals

We ensure that Guide dogs, hearing dogs and Assistance dog owners are allowed on the premises.

26. Sale of goods

The sale of goods on the premises is not permitted.

27. Cancellation and alteration to date

- 27.1 You have the right to cancel this Agreement as follows:
- 27.1.1 by giving us not less than six months' written notice before the date of your wedding. In such event, we will refund 50% of the required Venue Hire Deposit as well as any additional payments that you may have made. We will retain the non-refundable Catering Deposit (and destroy or return your uncashed cheque for the Venue Damage Deposit).
 - 27.1.2 by giving us less than six months' written notice before the date of your wedding. In such event, we will retain the required Venue Hire Deposit in full and the non-refundable Catering Deposit (and destroy or return your uncashed cheque for the Venue Damage Deposit). We will return any additional payments that you may have made above and beyond this.
- 27.2 If you cancel this agreement less than three months before the date of your event, you will remain liable for
- 27.2.1 the balance of the Venue Hire Fee;
 - 27.2.2 the balance of the Catering Fee; and
 - 27.2.3 the Ceremony Fee (if applicable).
- 27.2 We reserve the right to cancel this Agreement by giving you written notice in the event of:
- 27.2.1 Our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
 - 27.2.2 the premises becoming unfit for your intended use;
 - 27.2.3 any other reason arising at our discretion.
- In any such event you will be entitled to a refund of any payments already paid (including the non-refundable Catering Deposit), but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.
- 27.3 Any alteration to the date booked for your event will incur a £50 administration fee and the difference between the current rate and any new rate will be added to your balance invoice.

28. Termination

If you fail to comply with these Standard Conditions of Hire or the conditions of the Premises Licence, we reserve the right to cancel the hiring without compensation.

29. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.