

# PINEWOOD MARQUEE TERMS & CONDITIONS

All bookings at Pinewood Events will be subject to the following terms and conditions;

## **BOOKINGS**

Provisional bookings without a deposit can be held for up to one week and thereafter a deposit of £1000 will be required to secure the date and venue.

## **THE CONTRACT**

Is between Pinewood Events and the Hirer, this contract is made once the Hirer has completed and signed the Booking Agreement and deposit has been paid.

The Hirer agrees to make all payments by the due dates indicated on the Booking Agreement. Any default in the contracted payment terms will render the contract invalid and Pinewood Events reserves the right to cancel the event.

## **PAYMENT SCHELDULE**

Deposit payment, payable upon acceptance of signed Booking Agreement.

First Instalment payable six months prior to the event

Balance payment payable two months prior to the event or monthly payment to be organised by request.

## **BALANCE OF PAYMENT**

The full balance payment is due no later than four weeks before the event.

## **CANCELLATION POLICY**

### *BY PINEWOOD EVENTS*

- 1 If the venue is closed due to liability, see item 3
- 2 If the Hirer has defaulted on the payment terms
- 3 Although extremely rare, if cancellation by the venue is unavoidable all monies paid to Pinewood will be refunded except in the case of a force majeure (this is in any event, which we could not, with all due care, foresee or avoid). In which case we regret we will be unable to make any refunds. This is one of the reasons we insist that you have wedding insurance.

### *BY THE HIRER*

- 1 Should the Hirer need to cancel their booking they must first telephone Pinewood Events and then confirm the cancellation in writing.

- 2 Any cancellation will become effective from the day Pinewood Events receives written cancellation and returned contract.

### **ACCEPTANCE OF CANCELLATION**

Pinewood Events will issue an acceptance of cancellation and any cancellation charges.

The following cancellation charges will apply;

Over 6 months prior to event date – deposit or any monies paid forfeited

On or under 6 months but over 2 Months prior to event date – deposit and first Instalment forfeited

On or under 2 months prior to event date – 100% of the entire contracted amount forfeited.

### **OTHER SUPPLIERS**

Contractors quote strictly on their services and their own terms and conditions will apply. In the event of any dissatisfaction with their services this must be taken up with the supplier themselves.

### **LIABILITY**

- 1 Pinewood Events accepts no liability while you are in the Marquee or its surrounding land and/or to the persons attending an event for death, injury, loss or damage to their property.
- 2 The Hirer shall be liable for any loss, theft, misuse or damage to any of the outdoor stages, furniture, grounds or property by any accident or neglect by the hirer or their guests and shall be required within 7 days after the event to reimburse the amount required to make good or remedy the damage to the satisfaction of the owners.
- 3 **The hirer must obtain insurance for any event or wedding, covering public, personal liability, cancellation and loss or damage to their property and that of persons attending the event / wedding.**
- 4 Notwithstanding anything contained in these terms, Pinewood Events will not be liable for any failure to perform its obligations to the client in whole or part as a result of any of the following circumstances; industrial action, fire, civil unrest, force majeure encompassing high winds or gales rendering the marquee unsafe, dispute, commotions, act of God, legal action against Pinewood Events preventing the supply of services.

### **GENERAL**

- 1 Pinewood has a strict no smoking policy. Smoking is only permitted in the designated area of the grounds.
- 2 The Hirer shall be responsible for the decent and orderly conduct of their guests at the events, and shall ensure that good order will be kept at all times during the hiring.

Pinewood staff reserve the right to refuse admission to any person or to require any person to leave the property immediately if they feel they are behaving in such a way as to cause distress, danger or upset to any third party or damage to Pinewood property.

- 4 It is a requirement that all music must END by 11.30pm and **all guests must be off the grounds by 12.00am**. For this reason all taxis and coaches should be booked to depart the Estate at 11.30pm. Last orders are called at 11.15pm, bar closes at 11.30pm and the last dance is 11.20pm. Gates to Pinewood are all locked at 12.15am.
- 5 Pinewood does not accept any responsibility for any information given to you by any member of staff, freelance or employed by Pinewood that is at variance from the information contained within the information pack / contract.
- 6 Fireworks are permitted on site in one designated area, authorisation to be given when details obtained.
- 7 Only natural or freeze dried petals may be used for Confetti.
- 8 In the event of disappointment relating to any of the services provided by outside suppliers on the Pinewood recommended list, must be taken up on a direct basis with the supplier. Pinewood accepts no liability.
- 9 The Hirer shall not be entitled to assign the booking to any third party nor utilise the Pinewood facilities, other than for the purpose stated in the contract unless written approval from Pinewood is granted.
- 10 Viewing of Pinewood and rounds is strictly by appointment only.
- 11 In respect of our local environment any music played must be kept to an acceptable level. No Acoustic live music is allowed at Pinewood.
- 12 Should you have to postpone for any reason, we will do our best to re-schedule your wedding based on our availability. Should it fall into the next year and there is a rate increase, we will have to draw up a new contract and issue new terms and conditions. The rates applicable at that time will apply. Deposits already paid will be applied against new balance less a 10% handling charged based on gross price. Postponement will only apply up to one year from original wedding date and can only be changed once. If re-scheduling falls outside the one year period it will be treated as a cancellation.
- 13 All alcoholic beverages to be served as part of your wedding must be purchased through Pinewood. Alcohol brought on the premises will be subject to a corkage fee.
- 14 Any alcohol found on the premises that has not been purchased through Pinewood either on site or through corkage will result in your bar deposit being forfeited, and can result in Pinewood staff asking these guests to leave the grounds immediately.
- 15 We reserve the right to move the marquee to our alternative site within Pinewood or use an alternative marquee in the unlikely events of damage to the land and or marquee.
- 16 All guests cars should be parked within the designated areas except by prior arrangement for disabled / or elderly guests.
- 17 Guest's cars may only be collected between 10am – 11am on the day following the wedding.

18 All personal property including but not restricting to gifts, flowers and decorations to be removed from the marquee following your reception as our cleaners arrive at 6.00am the following morning. Pinewood accepts no responsibility for any items left overnight.

Date of Function..... Booking Date.....

**Pinewood Events**

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

Name.....

**Hirer**

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

Name.....

Address.....

.....Post Code.....

Email Address.....

Contact Phone Number.....