



## TERMS & CONDITIONS

Effective from 1st April 2019

### PROVISIONAL BOOKING

Provisional bookings will be retained for 14 days with no obligation on either party to confirm, we reserve the right to release the booking at any time after this period. If another enquiry is received for the same date within the 14 day period, you will be required to either confirm or cancel within 48 hours of being notified. After this time, if we have not received a deposit and confirmation, your booking will be released to the other party.

Payment of the deposit confirms your acceptance of the initial proposal.

### CONFIRMATION AND DEPOSIT

All bookings are considered provisional until you have paid the deposit. The deposit will be 10% of the venue hire. Payment of the deposit will deem acceptance of the terms and conditions in this document. The deposit is non-refundable and non-transferable. If only one person is making the wedding booking, that person confirms that s/he has the authority to make the booking on behalf of both persons intending to be married. Our Terms & Conditions agreement will, therefore, be with both such persons.

### MINIMUM NUMBERS

At the point of confirming your booking with the deposit, this is based on your estimated numbers. We then introduce a guaranteed numbers policy whereby should your numbers drop we would require payment for 90% of your initial numbers. Minimum numbers must be attained for both the wedding breakfast and evening reception.

### VAT

All Venue hire and food and beverage prices are inclusive of VAT at the current rate. Food and beverage items and all tariff charges are reviewed annually and will be applied to all events taking place from 1st January to 31st December the following year.

### CONFIRMATION OF FINAL NUMBERS & ARRANGEMENTS

Your finalised arrangements including the confirmed number of guests attending will be required no later than 4 weeks prior to the wedding day. An invoice will be issued and requires full settlement no later than 2 weeks before the wedding. Please keep us informed if the numbers attending the event change. Any increase in final numbers that are able to be accommodated must be confirmed in writing and will be reflected in the final invoiced total, refunds will not be given for any decrease in final numbers indicated on the invoice.

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T: 01904 230600 E: enquiry@thicketpriory.co.uk



## PAYMENT TERMS

Payments are to be made to Thicket Priory Ltd.

A non-refundable deposit of 10% of venue hire

A further payment of 50% of the total invoice is required 6 months prior to your wedding date, following the first planning meeting.

Following a final meeting 4 weeks prior to the wedding date, the remaining balance of the invoice is required 2 weeks before the wedding. The final invoice will include a security bond of £500 which will be returned or the balance thereof within 21 days.

Where payment is made by cheque, please allow additional time to ensure the cheque has 'cleared'. Failure to submit payment of the invoice within the specified time may result in cancellation of the event.

Any additional charges for goods or services not requested in advance, but provided on the day of the wedding must be settled in full on departure.

Please note that if the payment is not received by us by the agreed date then legal proceedings will be undertaken. You will be liable for any costs incurred by Thicket Priory Ltd should the legal proceedings take place.

## IF YOU CANCEL

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking, this should be advised to the management of Thicket Priory verbally in the first instance. We do also request that cancellations are also confirmed in writing.

In the event of a cancellation, the following charges will apply:-

Cancellation more than 32 weeks' notice Loss of deposit

Between 32 and 16 weeks' notice 25% of the total booking value

Between 16 and 8 weeks' notice 50 % of the total booking value

Between 8 and 4 weeks' notice 75% of the total booking value

Less than 4 weeks 100% of the total booking value

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The non-refundable deposit will be deducted from the cancellation charge total. The amount due will be levied, and payment required, immediately following the cancellation.

The charge is made on the estimated food and beverage value (where necessary we will use prices based on the most frequently used items from the current tariffs) and is based on the number of persons attending both day and evening receptions as confirmed at the time of booking, or the confirmed final numbers where provided. This excludes bar drinks from the evening function other than those requested in advance by you.

#### CANCELLATION BY THICKET PRIORY LTD

We will make every endeavour to ensure that no component of your wedding will have to be altered. However as wedding plans are often put together a long time before your scheduled wedding date, we reserve the right to make changes to certain components if necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience.

Should the client make significant changes to their requirements or the expected number of guests, this may result in amendments to the applicable rates and/or the facilities offered by the Priory.

We reserve the right to refuse your booking at the time of your enquiry without providing a reason. We reserve the right to cancel the booking at any stage if

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1. You become insolvent or in the case of an individual, become subject to a bankruptcy petition, enter into liquidation or receivership.
2. Your actions or omissions give us reasonable cause for concern in respect of receiving payment for the function.
3. We consider the consequences of accepting or continuing with arrangements for your booking might damage the reputation of Thicket Priory Ltd and/or adversely affect other guests using Thicket Priory facilities.
4. Where your event will be compromised should any part of Thicket Priory or its environs have to be closed due to circumstances outside the control of Thicket Priory Ltd.
5. Your final settlement is not received 2 weeks prior to the wedding date.

#### GDPR COMPLIANCE

During the planning of your event, we retain your details on our electronic system and also paper copies for assistance in the planning stages so you can be contacted to confirm all details. Following your event, details will be retained on our electronic system, for reference of repeating bookings. Should you wish for us to remove your details from the system, please contact us. Any paperwork related to your event will be destroyed within 12 months of your event date.

#### YOUR USE OF THICKET PRIORY

As part of your wedding the main building of Thicket Priory, the gardens to the rear, the car park the drive will be hired to you, for the period set out in your quotation. The hire does not include the stables area or the gardens to the rear of the stables.

Overnight stays are for guests allocated rooms only.

Access to the Carmelite convent is strictly prohibited.

Use of the boat is prohibited.

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You will need our agreement if you wish to use outside suppliers to supply any equipment, entertainment or other services. If unsure, please check with us before making a commitment to a third party.

Live Entertainment within the gardens should be of an acoustic nature and with no artificial sound amplification.

Our music licences permit music until midnight.

Any fixture, fittings or decoration of Thicket Priory must remain in situ throughout the wedding; any other arrangements are at the discretion of Thicket Priory.

You must obtain consent to place decorations or signage within the Priory. The Priory reserves the right to remove signs or decorations which are unauthorised.

#### CANDLES FIREWORKS AND CHINESE LANTERNS

Candles can only be used in the ballroom and the ceremony room. Candles used on the day must be provided in holders high enough to cover the flame or lanterns containing the flame.

Confetti is permitted in the gardens and must be biodegradable. The use of party poppers and table confetti is not permitted.

Fireworks and Chinese lanterns are not permitted due to the proximity of the Nature reserve.

#### BAR LICENCE

Our licence dictates that for guests not staying overnight the bar will close at midnight. For guests staying at the Priory, the bar will remain open until 1 am.

#### GUEST CONDUCT

The management reserve the right to refuse entry to any of your guests due to poor behaviour or activities unacceptable to Thicket Priory. We will not tolerate any abusive behaviour by guests to any other guests or members of staff.

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We reserve the right to stop any activity which we believe is likely to cause damage to the interior or exterior of the Priory and wider grounds or to risk the safety of other guests at the Priory.

You will be liable for the cost of repairs carried out as a result of damage caused to any part of the Priory or gardens, or equipment therein/on, by negligence, wilful act or default by you, or any person invited by you or present on your behalf at Thicket Priory.

We do kindly ask that any children attending the wedding must be supervised by an adult at all times.

#### DRESS CODE

Thicket Priory does not have a specific dress code, however, guests are expected to be appropriately dressed at all times. We reserve the right to refuse entry to guests who are inappropriately dressed.

#### ACCESS AND VACATE

Please discuss with the Thicket Priory for access times on the day of your wedding for your appointed suppliers.

The function rooms will be cleared after the conclusion of your evening reception and items must be taken away within 24 hours, this includes personal items and supplier items.

#### PERSONAL ITEMS

If any items are to be delivered to Thicket Priory before the wedding, arrangements must be made with the Thicket Priory team and the persons making the delivery. The delivery should take place no sooner than 48 hours prior to the wedding day. Thicket Priory will make its best endeavours for the safe keeping of such items. Any equipment or personal effects brought into Thicket Priory by you or other persons remain at your own risk and Thicket Priory will not be liable in the event of any loss, theft or damage and no compensation will be offered to replace such items.

We strongly recommend that all items are collected within 24 hours. Any leftover items will be presumed unwanted and will be disposed of within one week of your wedding.

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## INSURANCE

With regard to loss of or damage to public property, we strongly advise that you make provision to insure any property brought onto the premises. Thicket Priory will not accept liability. In the unlikely event of the cancellation of your wedding, it is recommended that an insurance policy is taken out to cover all expenses.

## PUBLIC HOLIDAY PERIODS & SPECIAL OCCASIONS

Requests for weekend bookings to take place on Bank Holidays, Valentine's Day, Mothering Sunday, during Easter and throughout December, and in particular, Christmas Day, Boxing Day, New Year's Eve and New Year's Day, will only be accepted at the discretion of the Directors of Thicket Priory.

(including bank holidays) after Friday, Saturday or Sunday.

## BEDROOM ACCOMMODATION

The Priory is rented as a whole and as such Room allocations are the responsibility of the venue hirer.

The Priory keeps an inventory of the rooms. The cost of any items missing following a stay will have to be deducted from the house bond.

No candles of any kind are allowed in the bedrooms.

Well behaved pets are permitted in the Garden Rooms only.

We do not allow alcohol to be brought onto the premises. Non-compliance will result in forfeiture of the house bond.

## MAXIMUM ROOM CAPACITIES

Maximum room capacities are provided by the Thicket Priory. Please note that maximum guest capacities will be reduced when entertainers and their equipment are required. Thicket Priory reserve the right to change the function rooms if numbers for the wedding fall from those originally confirmed.

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## THE MARRIAGE CEREMONY

All terms and conditions required by statute must apply to your ceremony arrangements.

The ceremony element of your wedding day arrangements, if being held at Thicket Priory cannot be guaranteed by Thicket Priory staff. It is your responsibility to confirm the ceremony booking and all necessary arrangements with the Superintendent Registrar at Selby Register Office. Should you be unable to confirm or proceed with the ceremony for any reason outside Thicket Priory control no refunds will be given and cancellation charges would apply to any cancelled bookings.

## CONFETTI

We respectfully request that all confetti used on the premises is bio-degradable and is permitted to be thrown in a specified area, please confirm this with the Thicket Priory. Thicket Priory reserves the right to levy an additional charge to cover the clearing costs should you or any person invited by you or present on your behalf at Thicket Priory fail to comply with these regulations

## YOUR CHOICE OF FOOD AND BEVERAGES

You or your guests may not bring your own food or beverage items for consumption at Thicket Priory.

Any vegetarian or special dietary requirements for your guests will be catered for separately, we will need to be informed of these requirements in advance. If a guest has a serious allergy to any particular food, it is the responsibility of the guest to ensure he/she does not consume any dish containing that ingredient. We cannot take responsibility for special dietary requirements unless advised. We cannot guarantee allergen-free areas within the building.



Menus, wine list, and bar drinks items and their prices may be subject to long term changes, those provided initially may only be used as a guide. Thicket Priory reserves the right to impose tariff changes on all bookings at any time but particularly as a result of changes in government levies such as excise duties and the rate of VAT. Your final choice of pre-meal drinks, wine and menus, and their cost shall only be made and confirmed within the 4 months prior to your function. In the event, our suppliers are unable to provide your original choice of wines they will recommend a substitute at the same price. If this substitute is not acceptable to you Thicket Priory reserves the right to request a new choice is made from the list at its published price.

#### CORKAGE

We do not offer a corkage service.

#### WEDDING BREAKFAST

Your choice of menu items must include a set menu of a minimum 3 courses and a drinks package must be chosen for all guests attending, other catering alternatives are at the discretion of the management.

#### EVENING RECEPTION FOOD

During the evening reception, a per-person charge no less than that of the given menu price will be levied and the total number of confirmed guests must be catered for. To ensure compliance with food hygiene and health & safety legislation, once removed from temperature control in the kitchen, buffet food may only be left available for consumption for a maximum of 2 hours, thereafter all food will be removed and must be discarded.

#### ENTERTAINERS & 'THIRD PARTY' SUPPLIERS

Thicket Priory reserves the right to refuse any form of proposed entertainment or supplier that it considers would be detrimental to its reputation. The use of Chocolate Fountains, Strobe Lighting, Ice Sculptures and Dry-Ice Smoke machines is prohibited.

Where guests choose to book their own entertainers/use third-party services they should ensure:

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1. A current public liability insurance certificate for the supplier is provided to Thicket Priory. Thicket Priory reserves the right to deny any third party services if these documents are not received prior to the date of the event.
2. Our permission has been granted before any electrical equipment including amplification and lighting may be used. Appropriate PAT (portable appliance) test certificates are to be provided.
3. Electrical equipment connected to our supply must have been assessed in advance to ensure it does not overload the electrical circuits.
4. Please note that in order to comply with our entertainment licence, levels of noise must be controlled by a noise restrictor. The management reserve the right to advise your chosen supplier should the noise level require lowering. Refusal to do so by your appointed supplier could result in the electrical supply being cut off and music being discontinued for the duration of your Evening Reception. Such action will not constitute a breach of Terms & Conditions between yourself and the Priory.
5. Entertainers who have not previously worked at Thicket Priory must make a visit prior to the function to ensure they are aware of our requirements, the physical constraints of the room in which they will perform, and to agree their equipment lay-out which will be noted on the function sheet.
6. All suppliers must ensure they remove any rubbish from the property leaving any areas they use in the condition they were on Arrival.

All third-party suppliers must comply with instructions received during the course of your wedding day from the Thicket Priory. All musical entertainment must cease at Midnight.

Thicket Priory reserves the right to revise these Terms and Conditions at any time.

#### PHOTOGRAPHS

Thicket Priory may use images from your Wedding or event for its website, social media or other promotional materials unless an you express a preference for Thicket Priory not to use any images.

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