



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 booking fee and confirmation, your booking will be released to the other party.

Payment of the booking fee confirms your acceptance of the initial proposal.

#### CONFIRMATION AND DEPOSIT

All bookings are considered provisional until you have paid the booking fee. The booking fee will be 10% of the venue hire. Payment of the booking fee will deem acceptance of the terms and conditions in this document. The booking fee is non-refundable and non-transferable. If only one person is making the wedding booking, that person confirms that she/he/they 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

On booking we ask for an estimate on your guests numbers for the wedding day. We ask that this number, if it were to fall, remains at least 80% of your of estimate. I.e. estimate 100 guests would mean your final numbers would be no less than 80 on the wedding day. Final numbers are confirmed 1 month prior to the wedding.

\*Caterers will have terms and conditions with regards to minimum dining numbers, you will have an agreement to that effect directly with your chosen caterer.

#### VAT

All venue hire and beverage prices are inclusive of VAT at the current rate. Beverage items are reviewed regularly in-line with industry changes.

Be aware that generally as an industry caterers pricing is quote ex. VAT so always be sure to check this.

#### 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, at your final details meeting. 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 after the final details meeting.

#### PAYMENT TERMS

Payments are to be made to Thicket Priory Ltd.

A non-refundable booking fee of 10% of venue hire initial payment.

A further payment of 40% of the venue hire is required 6 months prior to your wedding date, following the 6 month prior planning meeting.

Following a final details meeting 4 weeks prior to the wedding date, the remaining balance of the invoice is required 2 weeks before the wedding. Final 50% of the venue hire, any drinks & extras, such as Z-Beds.

Where payment is made by cheque, please allow additional time to ensure the cheque has 'cleared' by the 2 weeks prior point. Failure to submit payment of the invoice within the specified time may result in cancellation.

Any additional charges for goods or services not requested in advance, but provided on the day of the wedding must be settled in full before departure, i.e. drinks tabs or additional z-beds.

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

Any deliberate damage caused during your stay by yourselves or guests will be subject to costs at the discretion of Thicket Priory Ltd, failure to make payment may see 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 booking fee.

Between 32 and 16 weeks' notice 25% of the total venue hire value.

Between 16 and 8 weeks' notice 50 % of the total venue hire value.

Between 8 and 4 weeks' notice 75% of the total venue hire value.

Less than 4 weeks 100% of the total booking value, including drinks & extras.



The non-refundable booking fee 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 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 Thicket 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:-

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/wedding 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/event 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 Monastery is strictly prohibited.

Use of the boat is prohibited.

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 midweek / 1am weekends (Saturday).

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 Thicket Priory. Thicket Priory reserves the right to remove signs or decorations which are unauthorised.

## CANDLES, CONFETTI, 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 vases containing the flame.

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.

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

Midweek weddings our license is until midnight, weekend weddings (Saturday) is until 1am. The night prior to the wedding our bar is open until 11.30pm at the latest, and can close earlier should you request.

## GUEST CONDUCT



## THICKET PRIORY

NORTH YORKSHIRE

Thicket Priory 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.

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

You will be liable for the cost of repairs carried out as a result of damage caused to any part of Thicket 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 POST-WEDDING/EVENT CLEAR-UP

Please discuss with the Thicket Priory for access times on the day of your wedding/event 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 it's 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.

### 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.



## BEDROOM ACCOMMODATION

Thicket Priory is exclusively hired and as such room allocations are the responsibility of the host/wedding couple.

Thicket Priory keeps an inventory of belongings in each bedroom.

The cost of any items missing following a stay will have to be charged accordingly.

No candles of any kind are allowed in the bedrooms.

Well behaved pets are permitted in the Garden Rooms only, with permission from the wedding couple or host only.

We do not allow alcohol to be brought onto the premises. Non-compliance will result in corkage charges for the host/wedding couple.

## MAXIMUM ROOM CAPACITIES

Maximum room capacities are provided by Thicket Priory, for health & safety reasons and of course comfort for you and your guests.

## THE MARRIAGE CEREMONY

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

It is your responsibility to confirm the ceremony booking and all necessary arrangements with 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.

## CATERING & DRINKS

All catering needs, including special dietaries are to be arranged directly with your chosen caterer.

We do not allow alcohol to be brought onto the premises. Non-compliance will result in corkage charges for the host/wedding couple.

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.



## 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, champagne towers, dry-ice and smoke machines is prohibited.

When booking third-party services you as the host/couple should ensure:

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. Please note that in order to comply with our entertainment licence, levels of noise must be controlled by to a reasonable level, although we do not have a sound limiter, we do use common sense in this instance. 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 Thicket Priory.
4. Entertainers who have not previously worked at Thicket Priory we recommend make a visit prior to the wedding/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.
5. 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/event from Thicket Priory. All musical entertainment must cease at Midnight (midweek), 1am (weekends – Saturday). Live music retrospectively, 11pm and midnight.

## PHOTOGRAPHS

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

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