

# TERMS & CONDITIONS Weddings

2025

## Use of Wynyard Hall

**“Wynyard Hall” is the company that includes all areas within the estate i.e. the Hall, the Chapel, (interior, exterior, fixtures and fittings), the Spa, all parkland and gardens.**

Your guests and you may only utilize the areas of Wynyard Hall that are specified in the final copy of the Event Synopsis.

1. Dispute Resolution and Legal Fees.
  - . In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including, but not limited to its solicitors' fees.
2. Severability.
  - . In the event any provision of this Agreement is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.
3. Legal and Binding Agreement.
  - . This Agreement is legal and binding between the Parties as stated above. This Agreement may be entered into and is legal and binding both in the United Kingdom and throughout Europe. The Parties each represent that they have the authority to enter into this Agreement.
4. Governing Law and Jurisdiction.
  - . The Parties agree that this Agreement shall be governed by the State and/or Country in which both Parties do business. In the event that the Parties do business in different States and/or Countries, this Agreement shall be governed by English law.
5. Entire Agreement.
  - . The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

## Personal Items

If any items are to be delivered to Wynyard Hall before the wedding, arrangements must be confirmed in writing with your Wedding Coordinator at least 2-weeks prior to your wedding. The delivery should take place no sooner than 48 hours prior to the wedding day, wedding cakes and perishables no sooner than the morning of the wedding. All delivery times should be agreed in writing with your Wedding Coordinator. We will refuse items if they are delivered outside these hours as it could impact on other weddings and events.

We will not accept deliveries of or store clothing, including bridal attire.

Wynyard Hall will make its best endeavours for the safe keeping of such items. Any equipment or personal effects brought into Wynyard Hall by you, or other persons remain at your own risk and Wynyard Hall will not be liable in the event of any loss, theft or damage and no compensation will be offered to replace such items.

All items should be collected within 24 hours of your Wedding, unless agreed in writing with your Wedding Coordinator. Any leftover items will be presumed unwanted and will be disposed of.

Cloakrooms are provided for the convenience of you and your guests, any goods deposited in such cloakrooms are at the owner's risk and without obligation on part of Wynyard Hall.

## Entertainers & 'Third Party' Suppliers

We require a written list of all suppliers you intend to use with a brief description of what they will be providing at least 1 month prior to your Wedding. We recommend any new suppliers visit the venue if they feel they need to view the location and the rooms in use on the day.

Whilst we are able to oversee up to 10 suppliers on the day of your wedding (e.g. room decor, florists, entertainers) and install basic decorations free of charge, we reserve the right to charge if your requirements demand more comprehensive management and staff time. If applicable you will be informed of any additional charges and provided with a quotation in writing at the time of enquiring.

Wynyard Hall Ltd. reserves the right to refuse any form of proposed entertainment that it considers would be detrimental to its reputation or disruptive for other guests using our facilities. The use of Chocolate Fountains, Ice Sculptures, Strobe Lighting and Dry-Ice Smoke Machines is prohibited.

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

1. A current public liability insurance certificate with at least 10 million pounds worth of cover for the supplier is provided to Wynyard Hall Ltd. Wynyard Hall 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. Entertainers who have not previously worked at Wynyard Hall are recommended to 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 in the function file.
5. It is your responsibility to ensure any external suppliers are aware of Wynyard Hall's AV/technical capabilities and restrictions.
6. External catering suppliers must provide a HACCP plan, food hygiene certificate and public liability insurance. We recommend that this is submitted for approval prior to confirmation of the supplier. This document must meet Wynyard Hall's specification and standards, or the supplier will not be permitted on the premises.

All third-party suppliers must comply with instructions received during the course of your wedding day from the duty manager.

## Prohibited or items with further terms and conditions.

We respectfully advise there is no provision for our lounge furniture to be used in the function suites.

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

Any candles used on the day must be provided in containers high enough to cover the flame. Any arrangements that do not meet these requirements will not be lit on the day.

Wynyard Hall reserves the right to refuse any arrangements that are deemed dangerous and not in line with the company's Health and Safety policy.

The release of Chinese Lanterns and balloons is strictly prohibited anywhere in the grounds of Wynyard Hall.

Silent fireworks are permitted for release within the grounds of Wynyard Hall on certain days of the year. This is strictly by prior arrangement with Wynyard Hall, and you must have written confirmation from your Wedding Coordinator. There are limitations to the use of fireworks and only approved suppliers are permitted. If fireworks are released by you or your guests without authorisation, your event will be stopped until the situation is under control, the offenders will be asked to leave the premises and the police will be called.

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

## 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. Wynyard Hall Ltd. will not accept any further liability than is required by the provision of 'The Hotel Proprietors Act 1956' as displayed at reception. In the unlikely event of the cancellation of your wedding, it is recommended that an insurance policy be taken out to cover all expenses.

## Other Events at Wynyard Hall

Only one wedding will be held within the Hall per day.

## Public Holiday Periods & Special Occasions

Requests for weekend bookings to take place on Bank Holidays, throughout December and in particular Christmas, New Year, & Easter periods, St. Valentine's Day & Mothering Sunday, will only be accepted at the discretion of the Managing Director or General Manager.

## Wedding Breakfast and Evening Reception

Your guests or you may not bring any food or beverage items for consumption at Wynyard Hall without our written consent. Wynyard Hall Ltd. does not permit unused food to be taken off the premises for consumption at a later time and no refund is made for discarded items.

## Minimum Spend / Guest Numbers

All bookings incur either a minimum spend and/or minimum guest numbers. This information is provided in writing as part of your quote.

## Maximum Room Capacities

Maximum room capacities are indicated on the web site and can be discussed with the Wedding Coordinator. Please note maximum guest capacities will be reduced when entertainers and their equipment are required.

## The Marriage Ceremony

All terms and conditions required by statute must apply to your ceremony arrangements. A room hire charge is levied in accordance with the appropriate current tariff details. Neither you nor Wynyard Hall Ltd is entitled to exclude members of the general public from attending unless the room's licensed capacity has been reached.

The ceremony element of your wedding day arrangements, if being held at Wynyard Hall, cannot be guaranteed by Wynyard Hall staff. It is your responsibility to confirm the ceremony booking and all necessary arrangements with the Parish (for Chapel Ceremonies) or Superintendent Registrar (for Civil Ceremonies). Should you be unable to confirm or proceed with the ceremony for any reason outside Wynyard Hall Ltd 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 the area outside the Chapel only.

Wynyard Hall Ltd 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 Wynyard Hall fail to comply with these regulations.

## Corkage

Corkage is not permitted. While we allow alcoholic miniatures to be brought in as favours for guests, they must be 50ml or less. Larger volumes are not permitted to be brought onto the premises and will be confiscated, unless given as Thank You gifts at which point they must remain unopened for the entirety of the event.

## Your choice of Food & Beverage

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. Wynyard Hall Ltd. 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 VAT rate. 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 Wynyard Hall Ltd. reserves the right to request a new choice is made from the list at its published price.

## External Caterers

We have a limited number of permitted external caterers. Each caterer has been taken through a thorough accreditation process, which enables us to monitor the quality of their work, protect the Hall and ensure they comply with health and safety legislation.

External catering suppliers must provide a HACCP plan. We recommend that this is submitted for approval prior to confirmation of the supplier. This document must meet Wynyard Hall's specification and standards, or the supplier will not be permitted on the premises. You are required to attend a meeting with the caterers and Wynyard Hall at least 8 weeks prior to the event to run through your requirements. Wynyard Hall does not accept any liability for approved suppliers. Any damage to Wynyard Hall equipment / furnishing will be deducted from your damage deposit.

## Wedding Breakfast

Your choice of menu items must include a set menu of a minimum 3 courses + coffee/tea and a Drinks Package must be chosen for all guests attending. Choice menus can be offered (pre orders required) at a supplement and dependent on your guest numbers.

## Evening Reception Food

During the evening reception a per-person charge no less than that of the current 'evening buffet' 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 1 hour, thereafter all food will be removed and must be discarded.

## 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.

## Confirmation and Deposit

To guarantee your booking we require a meeting to confirm anticipated numbers attending both the wedding breakfast and the evening reception, rooms you are intending to use and a non-refundable, non-transferable deposit at the prevailing rate. Your agreement to our prevailing Terms and Conditions will be automatically implied upon receipt of your confirmation and /or deposit however you will also be requested to sign a copy of said Terms & Conditions.

## Prices

Food, drinks items and all tariff charges are reviewed at the discretion of Wynyard Hall.

## 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. A copy of the Event Synopsis will then be sent for your approval together with our pro-forma invoice which will be based on confirmed numbers. This would require 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. No refund, credit or transfer will be given for any decrease in final numbers indicated on the invoice.

## Payment Terms

**Confirmation Meeting** – After your initial viewing of Wynyard Hall, a confirmation meeting will take place to agree all costs prior to a deposit being paid.

**Deposit** – Non-refundable and non-transferable 20% deposit payment (of the minimum spend agreed) due in order to confirm the booking.

**Payment Methods** – We accept debit card, credit card and bank transfer payments. We can accept cash payments to a limit of £1000.00 per instalment.

**1-Year Update** – Your Wedding Coordinator will contact you 1-year prior to the Wedding date for an update. This can take place in person or over the phone / via email. At this stage a further 10% payment is required (based on estimated cost of Wedding). Payment is due 14-days from the date of issue. Failure to submit payment of the pro-forma invoice within the specified time may result in cancellation of the event.

**Second Planning Meeting** - This will take place approximately 6 months prior to the wedding date. A copy of the Event Synopsis and pro-forma invoice will then be sent for your approval and at this stage 50% of the invoice total is required. The invoice will be estimated based on the numbers confirmed at the time. Payment is due 14-days from the date of issue. Failure to submit payment of the pro-forma invoice within the specified time may result in cancellation of the event.

**Final Meeting** – Following a final meeting approximately 4 weeks prior to the wedding date, the remaining balance of the finalised costs is due within 7 days of the issue date, but not later than 2 weeks before the wedding. Failure to submit payment of the pro-forma invoice within the specified time may result in cancellation of the event.

**Charges on the day** – Any additional charges for goods / services not requested in advance, but provided on the day of the event must be settled in full on departure.

**Final Invoice/ Adjusted Charges** – This will be issued after the event and only if there are outstanding charges / refund due following the event.

**Refund** – In the event of a refund being required, where possible, the refund will be made on the credit / debit card that was used for payment of the balance. Alternatively, a bank transfer refund will be issued. We aim to process all refunds within one week of the event taking place.

Please note that if any 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 Wynyard Hall should the legal proceedings take place.

25<sup>th</sup> June 2024

## If You Cancel

Cancellations must be received in writing, by either a joint letter or single letters from each party on the terms and conditions document. Letters must be received within 14 days.

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

Cancellation more than 1 years notice	Loss of deposit
Between 6 and 12 months' notice	50 % of the total booking value
Between 0 and 6 months' notice	100% of the total booking value

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 Wynyard Hall Ltd.

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. We consider the consequences of accepting or continuing with arrangements for your booking might damage the reputation of Wynyard Hall Ltd. and or adversely affect other guests using Wynyard Hall's facilities.
3. Where your event will be compromised should any part of Wynyard Hall or its environs have to be closed due to circumstances outside the control of Wynyard Hall Limited.
4. You do not issue payment within the agreed timeframes (see "Payment Terms").

**Exclusive use of Wynyard Hall applies only to the Main Hall, all other areas of the estate including the parkland and gardens will be open to the public.**

**Wynyard Hall Ltd. reserves the right to revise these Terms and Conditions at any time.**

## Signatories

Please date, sign and return a copy of this document **IN FULL** to Wynyard Hall. This can be printed and brought along to your confirmation meeting, or sent by e-mail to: [weddings@wynyardhall.co.uk](mailto:weddings@wynyardhall.co.uk)

This document is to be signed by both parties. Please note, by signing this document you are jointly liable for adhering to the terms and conditions.

This agreement is made between Wynyard Hall Ltd and the couple to be married, named below. Wynyard Hall is unable to accept any instructions or divulge information about your Wedding to any other party, unless agreed in writing.

We recommend you retain a copy for your own records.

<b>Date of Wedding</b>	
<b>Minimum Spend</b>	

<b>TO BE COMPLETED BY THE CLIENT</b> <i>I have read and agree to the terms and condition indicated in this document and am / are the person(s) contractually obligated to Wynyard Hall Ltd. for the organising and payment of this event.</i>	
<b>Full Name</b>	
<b>Address</b>	
<b>Signature</b>	
<b>Date</b>	

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