

## Weddings, Naming Ceremonies And Renewal Of Marriage Vows Ceremonies And Receptions - Terms And Conditions

### **Ethos**

Springhead is a very special place and we ask that you respect the work of our Trust in preserving the heritage of the mill and the peace and tranquillity of its beautiful springs, lake and gardens. As a charity, we are also concerned with environmental issues and sustainable living and hiring Springhead means that you accept our ethos and value our environment.

### **Payment terms**

To confirm your wedding ceremony/reception we require a signed 'Wedding Agreement Form' and 'Terms and Conditions Form' together with a non-refundable deposit of £300.00 + VAT. Three months prior to your wedding reception, 75% of the total is due. The final settlement is to be paid one month prior to your wedding day together with a separate cheque for £300 (a refundable deposit returned after the event, if there is no damage and the Centre is left without the need for additional cleaning above our normal standard). All payments are to be made by cheque or cash. Cheques should be made out to The Springhead Trust Ltd.

### **Cancellations**

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

From 6-9 months prior 25%  
From 3-6 months prior 50%  
From 1-3 months prior 75%  
Less than one month 100%

All monies paid are non-refundable.

### **Loss or Damage to Premises and Grounds**

The client is liable for any loss or damage caused by the client, the client's guests or the client's suppliers.

No liability can be accepted by The Springhead Trust for any damage to or loss of personal property, or accident or injury to the client, the client's suppliers or the client's guests whilst on the premises or on the grounds of Springhead, including the car park.

The client and/or terms and Conditions signatory is responsible for the actions and behaviour of their guests invited to Springhead and for ensuring that the Terms and Conditions are adhered to.

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## Broken or Faulty Equipment

Any broken or faulty equipment or fittings must be reported to the Trust as soon as possible.

## Lake

The lake is deep in places, muddy and weedy and is **NOT** safe for swimming. Swimming in the lake is totally prohibited. Young children must be accompanied at all times when near the water's edge.

## Garden

Privately owned parts of the garden must be respected. Do not enter any part of the garden through the gates marked '**PRIVATE**'.

Like many gardens, some plants in the garden are highly poisonous. Therefore, no plants may be picked without the permission of a member of staff.

## Wedding Insurance Policy

It is recommended that a Wedding Insurance Policy is taken out by the client to cover any unforeseen circumstances.

## Non-Smoking

Springhead has a no-smoking policy on the premises. Guests are only allowed to smoke in the grounds away from any buildings.

## Electrical Equipment

The use of any electrical equipment will need to be agreed in advance and in writing. Limitations will be set to the number of items of equipment that can be plugged in to a system. All equipment must be PAT tested.

## Music

Springhead has a long tradition in hosting live musical events; however we are not a disco venue. We have to respect our neighbours who do not want loud music late at night. Please discuss your music arrangements with us.

Our license strictly states the following finishing times:

Outside (includes marquee): 10.45pm

Inside mill building: 11.45pm

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## Fire

We regret that no naked flames of any description such as candles and incense burners, as well as party poppers, are to be used within the premises due to the fire risk to the Grade II building.

## Health & Safety

A person will be nominated by the hirer of the venue to act as "Responsible Person". A Springhead staff member will give this person the safety instructions.

## Fireworks

All fireworks are strictly prohibited and bonfires must be on a designated site by prior arrangement only and will be at the client's own risk.

## Confetti

Only bio-degradable confetti and rice is permitted to be thrown on the Lounge terrace. We regret that no other area can be used.

## Externally Hired Equipment

The Springhead Trust Ltd can accept no responsibility for loss or damage to any externally hired equipment left at the Trust. It is necessary to liaise with the Trust on times of delivery and collection of such equipment.

## Licenses

Public performances or events that require licensing must not be held on Trust property, unless by previous arrangement with the Trust, and with the correct licenses having been issued.

Alcohol may be consumed on the premises, but must not be sold on the premises without complying with all Licensing Regulations.

## Arrival/Departure Times

Day/Evening Hire of the Facilities – Saturday or Sunday from 8 a.m. until 11 p.m.  
Weekend Hire of the Facilities – Friday 5 p.m. until Sunday 3 p.m.

Above times apply unless by prior arrangement.  
When leaving the premises late at night, all guests are asked to depart quietly.

**Any action or omission on the part of any member of the group that is deemed to be illegal or that is against the best interest of the Trust will cause the Trust to cancel the contract without any notice or recompense.**

I (print name): ..... agree to abide by The terms and Conditions.

Signed: ..... Date: .....