



WEDDINGS, NAMING CEREMONIES AND RENEWAL OF MARRIAGE VOWS CEREMONIES, RECEPTIONS AND PARTIES

TERMS AND CONDITIONS

Ethos

Springhead is a very special place and we hope that you are attracted to it for the same reasons that we are; the heritage of the mill and the peace and tranquillity of its beautiful springs, lake and gardens. We are also concerned with environmental issues and sustainable living. Hiring Springhead means that you accept our ethos and respect 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 £350.00. 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. All payments are to be made by cheque or cash. Cheques should be made out to The Springhead Trust Ltd.

Damage Waiver

A separate refundable cheque of £300.00 is required with your final payment. This cheque will be returned after the event if there is no damage and the Centre is left without the need for additional cleaning above our normal standard. Should there be a need for additional repairs or cleaning and this exceeds the amount of the Damage Waiver, the client will be billed for the difference.

Capacity

The mill building has a capacity for 55 persons. Should your numbers exceed this it will be necessary to use a marquee (100 person capacity). It will be your responsibility to organise and pay for this.

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.

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 marked '**PRIVATE**'.

No plants may be picked from the garden. Some plants in the garden can be poisonous or irritant.

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. Please use outdoor ashtrays provided.

Electrical Equipment

All electrical equipment brought on site by the client must be in a good condition and is brought on site at the client's own risk.

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

Indoor Fire Precautions

All fire regulations are to be respected; fire doors must not be blocked or wedged open. Candles are allowed only in holders on tables or in the ceiling candelabra if it is undecorated. No other naked flames, indoor fireworks, party poppers or incense burners are allowed.

Health & Safety

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

Fireworks and Bonfire

All fireworks and Chinese flying lanterns are strictly prohibited. Bonfires must be on the designated site by prior arrangement only and will be at the client's own risk. A bucket of water must be present at all bonfires.

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.

Cleaning

The centre will be cleaned prior to arrival and customers are required to leave the centre in a clean and tidy condition.

- All decorations must be removed.
- Caterers should leave the kitchen in a clean and tidy state and all kitchen equipment cleaned and returned to its appropriate place.
- Bottles, cans and plastic bottles removed to the recycling area as indicated and placed in the bins provided. We have no recycling facility for cardboard so we ask that users remove this from the site.

Dogs

Dogs are welcome on site but must be on a lead and under control. Dogs are strictly forbidden in the sleeping areas. Owners are asked to clear up after their pets and place all excrement in poo bags inside black bin liners **NOT** emptied directly into the bin.

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. Prior to collection all tables and chairs are to be stacked in the lounge. The Trust realises that Sunday collection of tables, chairs, etc. may cause added

expense and we therefore allow pick up on the Monday morning before 10.00 a.m. This must be strictly adhered to otherwise it may incur an additional storage charge. Contact details of hire company should be given to the Trust prior to the booking.

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: