

Name (s)	
Address	
Email	
Contact Number	
Date of Event	
Event	Birthday Party / Anniversary Wedding Ceremony only Full day, ceremony, afternoon, and evening reception Ceremony and afternoon reception finishing at 7pm Afternoon and evening reception Late afternoon wedding ceremony and evening reception Evening reception, from 6pm Prepare and Party (the day before the event) Other -please specify _____
Approx no of guests	Day ____ Night _____
Food Choice (if known)	
Barn hire Charge	£



Booking Form

By signing this form, I confirm that I have read and agree to the terms and conditions attached. Your booking is not confirmed/finalised until deposit has been invoiced and received.

Signature: _____

Date: _____

Please return this form to: -
 The Northorpe Barn, Northorpe Hall, 53 Northorpe Lane, Mirfield WF14 0QL.

Or scan and email to weddings-events@northorpehall.co.uk
 Once received we will invoice you for the deposit amount (half of the barn hire cost)

Please note:
 A £200 bond is added to your final invoice and refunded after the event, providing none of the booking terms and conditions are broken

Terms & Conditions

Terms and Conditions of booking: -

This is the legal stuff and small print to do with booking a wedding at The Northorpe Barn. We hold weddings in The Barn to raise funds for Northorpe Hall Child and Family Trust, and these terms aim to ensure we generate reasonable returns from the site. All the terms in this document apply to all wedding bookings. We want you to enjoy your visit to Northorpe Hall, therefore if there is anything that is not satisfactory, please let us know.

Definitions:

'We', 'Us', 'Northorpe' and 'Northorpe Hall' means the property(ies) for which a contract is agreed. The property is owned by Northorpe Hall Child and Family Trust (Registered Charity).

The 'Client' and 'You' means the person or organising body/company responsible for the commissioning of and payment for the event. Where any party to this Agreement for the time being comprises two or more persons, obligations expressed or implied to be made by or with that party are deemed to be made by or with the persons comprising that party jointly and severally.

Venue Hire and Catering

A wedding booking is considered 'provisional' until a deposit is paid. This means that the date is still available to be booked by someone else, but we would attempt where possible to notify you beforehand. No cancellation fees are payable on 'provisional' bookings.

Once a deposit is received and we have sent you confirmation by post or email, the booking is then confirmed. A deposit is 50% of the venue hire charge.

Once a wedding booking has been confirmed, the deposit paid is non-refundable.

If a price change occurs within the organisation, we will honour prices given in the confirmation.

You must book for all the time you need the room – including setting up and clearing out. You may be charged extra if you overstay your booking period or come into the venue earlier than agreed.

If you cancel your booking, no monies paid will be refunded to you. You may be able to transfer your booking to another date subject to availability and providing this is agreeable with all parties concerned. You should make this request in writing.

If we should have to cancel your booking for reasons beyond our control, we may offer to transfer your booking to a new date subject to availability. Where no agreement can be reached, all monies paid to us by you will be refunded to you.

Final numbers for catering must be confirmed 1 month before the date of the wedding so that these can be invoiced. After this point, a reduction in numbers is treated as a cancellation and no refund will be offered.

For all bookings there will be a bond payment required as outlined on the current price list. This is to be paid before the wedding. It will be repaid to the client following the event provided that none of the booking terms & conditions have been broken.

You may not bring your own food and drink into the venue. An additional charge, up to the whole of the bond, may be made if external caterers are used without permission, or other food or drink is consumed on the premises. We reserve the right to remove any food or drink items which may be brought into the venue and will return these at the end of the event. This excludes the wedding cake & any 'sweetie cart/table' arrangement and non-alcoholic wedding 'favours'

Any 3rd Party contractors arranged by the client e.g. musicians, Ice Cream Vans/Candy Floss stalls will be required to provide evidence of suitable public liability insurance. We accept no responsibility for services or actions of such contractors. There may be additional charges applied to some services.

Catering must be booked for at least 65 guests for every wedding booking. This must be either a 3 course Wedding Meal, Afternoon Tea or Buffet from the wedding menu. We will provide

the correct number of plates for the number of people you order catering for so please ensure that you order for enough people, this may include 3rd party contractors if you have agreed to provide catering for them.

Payment

We do not offer any discounts of our prices as all proceeds go towards funding our charitable activities.

The outstanding balance for your wedding will be invoiced 28 days before the booking date and payment is due on receipt of this invoice. Any additional services or catering ordered or provided after this point will be invoiced at a later date, payment is due on receipt of such an invoice.

Please note that once full payment has been made, we are unable to offer any refunds.

General Terms and Conditions

We accept no responsibility for losses or damage incurred to property on site. We will be liable to you and your guests for injury or loss and damage only where and to the extent we have been negligent. Otherwise, there shall be no liability whatsoever.

You are responsible for making all necessary arrangements with the Registrar and paying the necessary fees for wedding ceremonies. Should your wedding date/time change or be cancelled, you are responsible for notifying the Registrar.

Guests attending the wedding must comply with all regulations concerning licensing, fire, health and safety. Any infringement of the licenses on the premises or for the event may lead to loss of the bond.

Any hired band or musician must comply with noise restrictions as directed by Northorpe Barn staff to minimise disruption to local residents. Noise and music should not be audible from outside any neighbouring premises.

No alcohol may be consumed outside the front of the Barn at any time. No alcohol may be consumed outside the rear of the Barn after 10.00pm this is a licencing requirement and staff will challenge guests. Should this persist, the party may be asked to

Terms & Conditions

this may also result in the loss of your bond.

You will be held liable for any loss or damage to Northorpe Hall's property (this includes any items hired by us for your use), or for injury to anyone including Northorpe Hall's staff arising as a consequence of this booking.

No security warranty or indemnity is provided for vehicles on site and the licensor accepts no liability for damage, theft or other losses incurred by the licensor or those using the premises.

Should you or your guests act in a disorderly or improper way, or fail to comply with reasonable requests from Northorpe Hall or Northorpe Barn staff then we reserve the right to terminate your event. Should this occur, no monies shall be refunded to you.

Northorpe Hall / The Northorpe Barn strongly recommends taking out insurance to cover cancellation or other liabilities.

All music and entertainment must finish no later than 11.00pm. Live Bands (only permitted by exception) must finish no later than 10pm. 26) Bar service must finish no later than 11.00pm

All guests must depart from the premises no later than 11.45pm, we ask that guests ensure that they have transport arranged in good time to be able to comply with this.

After the wedding booking is finished, we ask that guests leave in a quiet and orderly manner showing due consideration for local resident

