



### **Wedding Terms & Conditions:**

The Conservatory venue package is subject to minimum numbers of 70 adult guests. The Gallery Restaurant is subject to a minimum of 30 adult guests unless otherwise agreed in writing.

### **Payment terms:**

The Conservatory/Garden Room: An initial non-refundable deposit of £2000 & signed terms & conditions are required to confirm the booking. Deposit payments may be split between two smaller instalments across 2 months.

The Gallery Restaurant & Bespoke Packages: An initial non-refundable deposit of £1000 & signed terms & conditions are required to confirm the booking.

Prices quoted are inclusive of VAT

1. Eight weeks prior to the event you will be issued with an invoice for the anticipated total cost for the wedding – this is due for payment 14 days prior to the wedding date along with final numbers.
2. Bar to account, a credit card imprint must be taken in advance by arrangement.
3. After the event the balance invoice will be issued with any remaining charges for payment within 21 days. Denbies Wine Estate reserves the right to levy interest at 3% at the current HSBC bank rate per month for any overdue accounts.

### **Cancellation Terms:**

1. If a booking is cancelled by the client any deposit is non-refundable.

1.1 All cancellations must be advised, in the first instance, verbally, followed within a period of 24 hours by confirmation in writing by fax or e-mail.

1.2 In event of cancellation of any booking by a Client, the Client shall pay a cancellation fee to Denbies on the following scale:

If cancelled more than 60 days before date of function 25% of the minimum numbers & any additional services confirmed. If cancelled between 30 and 59 days before date of function 50 % of the minimum numbers & any additional services confirmed If cancelled between 14 days and 29 days before date of function 75% of the minimum numbers & any additional services confirmed If cancelled less than 13 days before date of function or in the event of the Client's non-arrival 100% of confirmed numbers & any additional services confirmed.

1.3 In addition, the Client will, at Denbies discretion, be required to compensate Denbies for any expenses incurred by Denbies resulting from the cancellation the above notwithstanding. 1.4 Denbies will incur no liability for any failure to provide or carry out any function if prevented from doing so by any cause beyond its reasonable control. In these circumstances, Denbies will endeavour to assist the client in finding an alternative suitable venue. If Denbies fails to rearrange the function then any monies paid by the Client will be refunded in full

## **Full Terms & Conditions -**

### **Payment - General notes:**

2. Prices quoted are inclusive of VAT at the rate which prevails when this contract was prepared and are subject to alteration should the VAT rate change.

2.1 Denbies may charge interest at a rate of 3% per month at the current HSBC bank rate per month for any overdue accounts.

2.2 In the event of an account being passed for collection, a collection charge of 5% will be levied on such amounts in addition to any legal charges payable.

2.3 The Client shall notify Denbies in writing no less than 14 days prior to the function of the final number of persons attending.

2.4 All package prices include Venue hire until midnight. Please note that due to licensing laws the bar will be closed 20 minutes before the departure time).

### **Catering:**

3. No food, wines or spirits may be brought into Denbies Wine Estate (Denbies) by the Client or its guests unless the prior written consent of Denbies has been obtained and the relevant corkage charge paid.

3.1 Please note that wine prices, vintages and availability are subject to change. Where choices are not available the closest alternative will be offered

3.2 Wedding Menu tasting - Please note the presentation is representative of a serving for two. When catering for larger numbers, it may be necessary for the presentation of the dish to be adjusted accordingly.

3.3 Additional guests are welcome to attend the tasting at a charge.

### **Responsibility / Suppliers:**

4. Denbies can accept no responsibility for the property of the Client or its guests. Cloakroom and car parking are provided only for the convenience of the Client and its guests. Please note that areas of Denbies are working and therefore guests are responsible for children under 18 years of age and under

5. The Client will indemnify Denbies against any proven, foreseeable and fully mitigated costs, losses, claims, actions, damages or expenses suffered or incurred by Denbies resulting (whether directly or indirectly) from any actions of or by the Client or the guests of the Client.
6. The Client shall at all times comply with and ensure that its guests comply with all conditions and regulations made in respect of Denbies by the Local Authority, the Fire Authority, the Local Magistrates Court and any other regulatory body whatsoever.
7. Denbies reserves the right to refuse admission to or remove from the Denbies any person who acts in a disorderly manner or any person (or item) which otherwise breaches the provisions of these Conditions.
8. Helium canisters must be removed from Denbies property after use or an additional disposal charge will be added to the final invoice.
9. Denbies is a working winery and vineyard and although we take due care and attention please note that if you stray from the public areas you do so at your own risk
10. It is the responsibility of the client to book the registrar for civil ceremonies via Leatherhead registry office
11. Confetti bombs are not permitted at Denbies wine Estate. Should they be used a fee of £50 will apply for venue cleaning.
12. Denbies will incur no liability for any failure to provide or carry out any event or part of, if prevented from doing so by any cause beyond its reasonable control. i.e. power failure. In these circumstances, Denbies will endeavour to provide suitable alternatives.
13. Denbies Wine Estate is open to the public and other events on a daily basis. Exclusive use of only the rooms agreed in writing and at the agreed times are included in the wedding package.
14. Denbies takes no responsibility for external suppliers booked by the client. Denbies will not be responsible for the set-up of any external supplier's products including flowers / chair covers / decorations .
15. Fireworks displays are permitted with the correct insurances and risk assessments and as long as they are carried out by a professional company. Displays are to last no longer than 10 minutes and must end by 9pm at the latest.
16. Denbies Wine Estate does not have facilities for external suppliers to set up on site, storage can be pre-arranged in advance & if a set up room is required this will incur additional costs.
17. Denbies will require copies of external suppliers public liability certificates and risk assessments prior to any work taking place. It is the responsibility of the client to make sure these documents are received by Denbies prior to any work taking place, along with a signed copy of Denbies external supplier terms.
18. Ceiling drapes, chair covers and additional lighting are not included in the Garden room or Conservatory Restaurant unless previously agreed. These services can be booked via Denbies designated supplier.
19. It is the responsibility of the client to dismantle decorations at the end of the event unless otherwise agreed in writing. Denbies accept no liability for loss of damage of items. Items stored by Denbies, are done so at the couples own risk. *Please note any decorations or leftover cake must be collected from the premises no later than 24 hours after the wedding date.*
20. Should Denbies be required to assemble a wedding cake the responsibility remains with the client.

21. Where items such as cake toppers are required to be kept, this must be pre agreed and a suitable receptacle provided.

**Accommodation:**

21 All Rooms at Denbies Vineyard Hotel are subject to availability.

21.1 Rooms may be held by couples with provision of card details as a guarantee.

21.2 To avoid charge, all room requirements will need to be reviewed and subsequently confirmed or released no later than 2 months prior to the wedding date. **Should this not be the case, the couple will remain responsible for no shows/late cancellations and charged accordingly.**

21.3 All rooms will require card details of the guest settling the account. Full payment will be due no later than 4 weeks prior to the guests stay.

21.4 Early check in and late check out are subject to availability and must be pre agreed with the hotel management

21.5 The management reserve the right to charge for any damage/extra cleaning required as a result of guests stay.

21.6 The complimentary room offered to the wedding couple for the night of the wedding is non transferrable to other parties or dates.

Please note that if you wish to book the courtyard for an outdoor ceremony, separate terms and conditions apply