

Dated []

To [Client] of [Address] (hereinafter known as 'the Hirer')

Dear

The Great Barn, Rolvenden

We have agreed to hire The Great Barn, Rolvenden to you for your [Wedding] and [Reception] on [date] at a price of £[] inclusive of VAT where necessary ('the Licence Fee') with a non refundable deposit of £200 ('the Deposit') payable on signature of this agreement.

You will hire The Great Barn for the period from [] to [] inclusive ('the Licence Period')

As confirmation that you would like to proceed on this basis and agree with the terms and conditions attached, I should be grateful if you would return to me a signed duplicate of this agreement.

SIGNED by Mr E Barham

.....

SIGNED by

for and on behalf of the Hirer

THE GREAT BARN, ROLVENDEN – STANDARD TERMS AND CONDITIONS OF HIRE

1. Payment

The Hirer will pay

- 1.1 the non-returnable Deposit of £200 at the time of booking.
- 1.2 50% of the Licence Fee (less the deposit already paid), six months prior to the commencement of the Licence Period.
- 1.3 the balance of the Licence Fee, eight weeks prior to the commencement of the Licence Period.

2. Use of the Premises

The Hirer will, during the Licence Period, be responsible for supervision of the premises, keeping safe from damage the premises and all contents of the premises, and all persons attending the event, whatever their capacity.

The Hirer will ensure that the premises are only used for the purposes agreed with the Owner.

The Hirer will not use the premises or any part of it for activities which are dangerous, offensive, noxious, illegal or immoral or which may become a nuisance to the Owner or the owner or occupier of neighbouring property.

The Hirer will observe all applicable laws and comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates.

The Hirer will comply with the Owner's User Manual and all terms set out therein together with the guidelines set out on the website www.greatbarnweddings.com

The Hirer will be responsible for obtaining licences as may be required.

The event will continue no later than 12 midnight.

3. Fire Precautions

The penalty for misuse of the fire alarm is £100 plus the cost of resetting as necessary and any fire extinguishers that are discharged, except in an emergency, will be charged at £100 plus cost of recharging and cleaning as necessary.

4. Civil Marriage Ceremonies

The premises are registered as a Civil Marriage venue. A Civil Marriage may take place on any day between the hours of 8.00am and 6.00pm, with the last booking time for a ceremony at 5.00pm.

5. Rescheduling of the event

If written notice is given by the Hirer to the Owner not less than **6 months** prior to the commencement of the Licence Period, and the parties can agree to rescheduling the event for a period within the forthcoming **18 months** from the original commencement of the Licence Period, then the Hirer will pay the Administration Fee (as defined below).

A request by the Hirer for a postponement of the event for more than 18 months or a failure by the parties to agree a new date for the event shall be treated as a Cancellation.

The Administration Fee is defined as £200. The Hirer acknowledges that this fee represents a fair estimate of the loss and expense that will be incurred by the Owner as a result of postponement of the event.

6. Cancellation of the Event

If written notice is given by the Hirer requesting cancellation of the Event prior to the commencement of the Licence Period, the Hirer will pay the Cancellation Fee (as defined below) and the Deposit.

If the Licence Fee has not been paid then the Hirer will pay the Cancellation Fee to the Owner.

Cancellation Fee is defined as those payments already made under Clause 1 above. Any payments made under Clause 1 are non-refundable.

The Hirer acknowledges and agrees that the Cancellation Fee represents a fair estimate of the loss and expense, which will be incurred by the Owner in the event of a cancellation of the Event.

7. Insurance

The Hirer will be responsible for making arrangements to insure against any third party claims which may be made against him/her whilst using the premises.

The Owner shall maintain Public Liability Insurance to the value of £5 million.

8. End of Hire

The Hirer will be responsible for leaving the premises and the surrounding area in a clean and tidy condition, properly locked and secured.

The Hirer shall remove all rubbish resulting from the hiring of the premises and make good any damage caused.

The Hirer will indemnify the Owner for the cost of making good all damage to the premises suffered during the Licence Period excluding fair wear and tear, and the cost of cleaning the premises if it is not returned in the condition in which it was originally hired.

Failure to return the premises in the condition in which it was originally hired will result in a Supplementary Surcharge of £100.00 in addition and without prejudice to any claim for making good any damage or cleaning costs.

9. Nominated Contacts

General Enquiries

Estate Office: 01580 241344

Venue Owner: 01580 241386(EVENINGS AND WEEKENDS ONLY)

Emergencies 07976241794