

# Terms & Conditions

## STANDARD TERMS & CONDITIONS FOR WEDDINGS & CEREMONIES HELD AT BRYNGARW HOUSE

Any booking/catering agreement made for or by any client shall be an agreement between that client & Five Star Chef Ltd. For the avoidance of doubt, Bridgend County Borough Council nor Awen Cultural Trust shall not be a party to any such agreement and shall not incur any liabilities in respect to it.

Five Star Chef asks clients to be aware that business with Bryngarw House is conducted on the basis of our standard terms & conditions and will also apply to wedding guests who have not completed this document. By paying the deposit, you (the client) accept these terms & conditions in full as the official contract. It is your responsibility to notify all guests of these terms.

### CONFIRMATION & DEPOSITS

Bookings will be treated as an enquiry only until the deposit has been received by Bryngarw House. The deposit will confirm receipt of the terms & conditions and will accept these terms in full.

A minimum deposit of £1750.00 is required to secure your wedding date booking here at Bryngarw House. A further £250.00 deposit is required to secure your decoration hire items package.

A minimum of £1750.00 deposit is required to secure your booking in order to receive any promotional offers. **Deposits are strictly non-refundable nor transferable.**

Bryngarw House is exclusively yours from 10:30am-midnight on the Wedding Day. You the client has access to the venue from 8am.

### Note:

*At no point should you send invitations with menu choices on without confirming these choices with Bryngarw House. Failure to do so may result in menu choices being rejected.*

### 8 WEEK FINAL MEETING

A final appointment will be made 8 weeks prior to your Wedding Day where all final guest numbers and dietary requirements are confirmed.

**No monetary refund or reallocation of costs will be made due to a reduction in numbers, whatever the circumstance.** At the 8 week meeting, guest numbers will be secured and cannot fall below the minimum requirements set out in packages under any circumstances.

### PAYMENTS

Final payment must be made by bank transfer **no later than 30 days prior to the clients Wedding Day**. In the case of an overdue invoice, interest shall accrue from the date when payment was due on a daily rate until the payment is cleared. *A rate of 4% will be applied.*

Failure to comply with the above terms so will result in Bryngarw House reserving the right to cancel the client's wedding. Full payment must be made via **bank transfer ONLY** (no debit/credit cards or cheques will be accepted). **Once full payment has been received, Bryngarw House cannot offer refunds or re-allocate money.**

### CANCELLATIONS

In the event of a straight cancellation, the client will forfeit any deposits and payments having been made whatever the

circumstance.

Coach house payments and hotel rooms are strictly non-refundable.

In certain circumstances and at the discretion of Five Star Chef management, a deposit may be deferred in order to secure an alternative date at an additional administration fee of £500 and will be payable at point of date change. A date alteration may only be made once by each booking and a minimum of 12 months' notice is required. The couple may request to change their date only once. Five Star Chef management are under no obligation to move or amend dates post booking.

Under no circumstances may any confirmed booking be eligible for any promotions that are announced after the booking date or be transferred.

Any costs incurred for an event that otherwise would not have been incurred; will be charged in the event of cancellation. If guest numbers are to fall below minimums, the client will be liable to pay for the minimum requirements as set out in all packages.

### **PRICE REVIEWS**

Prices at Bryngarw House are subject to price increases on an annual basis. A deposit will secure all quoted prices regardless of year of marriage. Prices cannot be held without a deposit being made.

### **IN HOUSE ACCOMMODATION**

Bryngarw House has up to 14 bedrooms in house that are available for use on the evening of the wedding. A discount code will be provided for guest to receive a 10% discount from all bedrooms when booking online via Bryngarw House's website. The use of the discount code secures the booking for your guests. Any bookings made for the night of a client's wedding without the use of the discount code will be subject to cancellation.

These rooms are strictly non-refundable.

Additional Z-Beds and Travel Cots are also available, and may be added by guests at point of booking.

For any wedding bookings made prior to April 2016, a set amount of rooms is attached to your quote at the cost of £125. This will be included in the final balance and must be paid for to have any rooms at all, including the complimentary Bridal Suite. It is then up to your guests to reimburse the client at the cost of each room. *\*Full details outlined on individual quotes.*

### **COACH HOUSE ACCOMMODATION**

The Coach House is booked at a cost of £600 per night and may be used on the night before and night of a wedding (subject to availability). To secure the Coach House then full payment must be made at point of booking and is booked on a first come first served basis. Please note that any payments made for the coach house are strictly non-refundable.

The Coach House is made up of 5 double bedrooms, all with the ability to have additional Z-Beds (upon request at £20) each with their own en-suite. *There are no kitchen facilities within the Coach House.*

***Please note: The Coach House may be booked by another Wedding Party, if not secured by the client.***

### **DAMAGES**

You, the client, will be held responsible for any damage caused by the client or their guests, agents, employees etc. and indemnity against Third Parties as a result of negligence. Bryngarw House reserves the right to charge in full for any

damages caused.

### **COMMUNAL SPACES**

The Bridal Lounge, Marquee and ceremony are accessible from 8am on the Wedding Day. At this time, staff will be in the process of setting up the ceremony chairs, tables, linen, napkins, cutlery and glassware as per the client's instructions, confirmed in the 8-week meeting.

The conservatory will be closed from 7pm onwards, to ensure all guests are kept between the marquee and ceremony room during the evening function. From this time onwards, staff may be preparing the space for breakfast for the following morning in the conservatory.

The small bar in the main house will be open for arrival drinks, pre and post ceremony. This bar will be closed when all guests are seated in the marquee for the Wedding Breakfast and remain closed for the remainder of the evening, with the main marquee bar open. The room will be available for a quiet/relaxed area.

### **CATERING & BAR MANAGEMENT**

Bryngarw House will provide all catering and bar services for the duration of every wedding. All menu choices, evening food choices and any additional extras must be confirmed 8 weeks prior to your wedding day.

All menu choices must be given using the template provided and confirmed at your 8 week meeting. A single option is offered to cover all dietary requirement needs (eg. 1 dish to accommodate gluten free, vegetarian etc.).

Catering is provided in house only. Bryngarw House does not permit external catering suppliers to provide any service that can be provided in house.

The kitchen at Bryngarw House will cease operation when evening food has been served.

Bryngarw House will not allow for, or accept responsibility for under catering under any circumstance.

Bryngarw House are licensed to sell alcohol until midnight. Under no circumstance will drinks be served after midnight. If you have the extended bar license added to your quote then entertainment and service of alcohol will cease at 1am.

Strictly NO ALCOHOL/ALCOHOLIC PRODUCT may be brought into Bryngarw House by you or your guests for consumption on or off the premises. This includes providing "alcoholic miniatures" as favours.

Upon arrival, Bryngarw House reserve the right to pre authorise a Debit card for £250 for any alcohol brought onto site by yourself. If you, the bridal party, provide any guests with alcoholic favours or gifts then you will be charged at a rate of £2.50 per unit of alcohol as outlined in the terms & conditions. *Please note: If you are to bring alcohol onto site that exceeds the value of £250 you will be sent an invoice upon checkout.*

Challenge 21 is STRICTLY enforced.

In accordance with current licensing laws, Bryngarw House management reserves the right to cease the sale of alcohol and food at any time if necessary; such instances may occur if the protection of staff, guests or property is compromised.

### **ENTERTAINMENT**

When you, the client, supplies your own entertainment involving electrical equipment of any sort, it is your responsibility to obtain the correct documentation proving the safety and sustainability of bringing such equipment to Bryngarw House in accordance with current Health & Safety standards.

No artificial smoke generators or machines are to be used due to the sensitivity of the fire alarms.

Any entertainment must cease by 12 midnight. At management discretion, Bryngarw House reserve the right to halt any entertainment before 12 midnight. If you have the extended bar license added to your quote then entertainment and service of alcohol will cease at 1am.

### **IN HOUSE DECORATIONS**

Bryngarw House will not be involved in the set-up of any decorations, centrepieces or place names & table numbers. The client is solely responsible for the setup of these extras.

Bryngarw House are responsible for the set-up of table linen, chairs, tables, napkins, cutlery, crockery and glassware ONLY.

Strictly no nails, pins or adhesives may be used on any walls throughout the building for decoration. You are liable to pay for any damage caused to furniture, fixtures and/or fittings as a result of any decorations being put up.

Strictly NO OPEN FLAMES.

Bryngarw House will supply the linen for your event in plain white only.

Any decorations left at the end of the wedding evening will be kept overnight until 10:30am the following day ONLY.

The use of chocolate fountains or similar items are only permitted if supervised by an employee who has supplied the equipment and is deemed suitable by Bryngarw House management. You are liable for any damage caused to furniture fixtures & fittings as a result of having a chocolate fountain.

### **MISCELLANEOUS**

Bryngarw House cannot accept responsibility for outside contractors/service providers or for the equipment they may bring.

You, the client, are responsible for the behaviour and actions of your guests whilst at Bryngarw House.

No access (supervised or otherwise) will be given to accommodation rooms or locked event rooms to anyone other than the key holder.

Both you and your guests belongings/decorations/valuables are of your own individual responsibility. Bryngarw House will not accept responsibility for any items left unattended or left at the end of a wedding.

Anything that has not been agreed in writing with Bryngarw House management will be disposed of after check out (10:30am the morning after the wedding).

### **BRYNGARW COUNTRY PARK**

This is a public facility. Bryngarw House cannot be held responsible for any events that take place outside of Bryngarw House and the terrace.