

# Slaugham Place Events Limited

## Terms and conditions of business for 2025

Our dealings with you in relation to booking Slaugham Place, Haywards Heath, West Sussex, RH17 6AL and recommendations of third-party services will be governed by the following conditions.

In These Conditions:

- “We”, “Our”, “Us” refers to Slaugham Place Events Limited.
- “You”, “Your”, “Yours” and “Yourself” means the customer specified on the booking form or the customers agent.
- “Booking”, means a booking made by you to secure the Venue for your Wedding/ Event.
- “Booking Form”, means the form completed by you to confirm your booking.
- “Recommendations”, means any Recommendations relating to the services of the third parties made to you by us.
- “Services”, means any services to be performed by us requested by you whether in connection with booking Slaugham Place for your function and/or making Recommendations.
- “Venue”, means Slaugham Place in Accordance with these Conditions.

### **1. OUR SERVICES**

- 1.1.** By completing our booking form and making payment of a deposit enters you into this contract with Slaugham Place Events Limited. Deposits and payments are all non-refundable.
- 1.2.** The booking form and deposit must be returned within ten days of being emailed to you. Please confirm receipt of booking form when received. Failure to pay deposit and return of booking form by the end of the tenth day will mean automatic release of your chosen date.
- 1.3.** The price of £12,000 (including VAT) Venue, Marquees & Honeymoon Cottage hire for wedding night includes the following:
  - Petal Pole Marquee with openings facing the ruins. Venue hire for up to 150 guests.
  - Our strict policy of only one wedding per weekend (allowing for Friday preparations and Sunday collection of any personal items)
  - The Marquee & Venue includes: curtains; flooring; lighting; dining tables and banqueting chairs with seat pads; wooden dance floor; fairy lighting; wooden and metal garden sets; feature bar; luxury loos; catering tent connected to main marquee with additional trestle tables for catering use; electricity & water; get ready room; on site parking.
  - Honeymoon Cottage stay for wedding night. Check-out is at midday. Occupancy is for the couple only and not for bridesmaid parties/dressing.
  - Hexagonal Ceremony Marquee will be erected in case of heavy rain and with at least 3 days prior notice.

### **2. VENUE INSPECTION & DEPOSIT**

- 2.1.** No booking will be accepted without your prior inspection of Slaugham Place and the Grounds. The Venue does have a moat (large pond) & bridge. It is your responsibility to inform your guests that these features are present and may pose a risk to young children left unattended.
- 2.2.** To Secure your booking a deposit of £2000 is required, with the final balance due no later than eight weeks prior to your event

### **3. ADDITIONAL SERVICES AND FACILITIES**

- 3.1.** The Venue is licensed for civil ceremonies and a fee as a contribution to the license is included in the hire price.

- 3.2.** Slaugham Place is a marquee venue, any further contracts for your event, e.g. Caterers, musicians, photographers, videographers, cake suppliers, decoration suppliers or games suppliers must be communicated via email/ writing and authorised by us and eight weeks prior to your event. Any deliveries/ materials sent to the venue must arrive the day before and must be removed within 48 hours after the wedding.
- 3.3.** Flowers and additional decorations or services provided by Slaugham Place Events Limited are by separate negotiation and will be invoiced separately.

#### **4. DAMAGES, BREAKAGES, THEFT TO VENUE/PROPERTY, GUEST BEHAVIOUR AND TIMINGS**

- 4.1.** You are responsible for any breakage or damage at the venue, whether to the property or to any Chattels thereat, or theft of any items from the venue by you or your guests, or by any or your contractors, or by any servant of any of the above and agree to indemnify the venue in respect thereof.
- 4.2.** The venue accepts no responsibility for any loss, damage or theft of any personal belongings.
- 4.3.** You are responsible for your guest's, contractors & service provider's behaviour. If our event manager has reason to believe that you, or your guests behaviour is unacceptable, dangerous or unlawful we will at our absolute discretion be entitled to take whatever action we deem necessary at the time, including ending your event early & removing guests from the property. This includes but is not limited to issues involving drugs, violence, or threatening behaviour.
- 4.4.** Timings. Evening music (DJ or Band) must cease 11p.m. Subject to agreement we may allow low volume music until 11.30 pm. Guest should leave the venue by midnight.
- 4.5.** All personal items and contractor goods must be removed by 2pm on the following day. If there are later collections we must be informed.

#### **5. RECOMMENDATIONS**

- 5.1.** Slaugham Place Events Ltd may make recommendations to you "in good faith" based upon our experiences, in relation to third party services. However, we give no guarantees whatsoever in relation to the standard, quality or status of those third party services and it is your responsibility to discuss directly with the third parties concerned, to ensure that you are satisfied with the services that they offer or provide.
- 5.2.** Payments Terms in respect of any third party services will be agreed between you and the relevant third parties and are nothing to do with Slaugham Place Events Ltd.
- 5.3.** We recommend you take out wedding insurance.

#### **6. TRANSFER OR CANCELTION OF WEDDING/EVENT**

- 6.1.** Once your date has been confirmed and deposit paid it is non-transferrable. Only in exceptional circumstances and entirely at our discretion can your confirmed date be transferred to a "new date". There may also be additional costs associated with this.
- 6.2.** The contract between you and the venue cannot be cancelled or assigned to another date without our prior written consent. Any cancelation made will incur a 50% contractual cost if made longer than 8 weeks prior to your event. Any cancelation made within eight weeks of your event will incur 100% of the contractual costs.
- 6.3.** Because all venue deposits are non-refundable we recommend you take out wedding insurance.

#### **7. LIMITATION OF LIABILITY**

- 7.1.** Use of the venue is entirely at your own risk. Whilst we do not seek to limit or exclude our liability in respect of death or personal injury resulting from our proven negligence, we shall be liable to you only for any loss or damage that you or your guests suffer if it has arisen directly from our act, neglect or default PROVIDED ALWAYS that our liability shall in no case exceed the sum of your initial deposit (£2000) and under no circumstances shall we be liable to you for any indirect or consequential loss or damage whatsoever.
- 7.2.** Slaugham Place Events Limited shall not be liable for the failure to comply with any terms or condition of Contract where compliance is prevented, hindered or delayed by any cause beyond its control including, but not limited to, fire, storm, explosion, flood, Act of God, pandemic or action of any Government of Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.

#### **8. GENERAL**

- 8.1.** The Contract between you and us shall be governed in all respects by the Laws of England and you hereby submit to the exclusive jurisdiction of the English courts.
- 8.2.** All further communication with regard to your event will be made directly with our event manager.

