



## wedding reception booking form

Reception Date: .....

Bride: ..... Groom: .....

Approximate Guest Count: ..... Extra Evening Guests: .....

Music and bar finish time (to be filled in by The Secret Garden Manager): .....

**Deposit Requirements:** Your date is not held until your deposit is made. A non-refundable deposit (25% of the hire fee plus VAT) is required to secure the booking with the outstanding balance due for payment no later than two weeks prior to the event. In the event of cancellation, notification must be given in writing by the hirer and confirmed in writing by the venue. However, in the event of a late cancellation (during the period up to four weeks prior to the booking) we reserve the right to recover 50% of the hire charge. If you cancel after full payment has been made then the refund is zero. We also ask for a £250 returnable damages cheque, this will be returned to you promptly in the week after the reception if no damage has been assessed.

**Music Service:** We have our own music system and Sound Ceiling, in accordance with our noise restrictions all parties having amplified music MUST plug in to our system. This gives us full control of the noise limits throughout the evening. We do not allow amplified music in the garden and we do not allow live bands. Full details of this can be discussed in person and we must speak to your music provider directly to discuss noise levels.

**Catering:** We choose not to have in house caterers but can give you contact details of some good caterers that have worked here before. If you choose to hire another caterer then we ask they visit the venue prior to the day to see the facilities and discuss with us their requirements. Our kitchen is not a cooking kitchen, they will have access to all counter tops, sinks, dishwasher, bins and recycling as well as a standard electric oven with 6 ring gas hob. It is the hirer's responsibility for their own hire of crockery, cutlery and glasses and linen. We ask that all caterers work in a clean and safe way, allowing access for The Secret Garden staff and bar staff at all times. It is your responsibility to make sure the kitchen is left in a serviceable manner after the event.

**Hire Fee:** For 2014. February-May: £2,400. June-September: £2,650.

Your rental fee includes access from 9am the day prior until 12pm the day after the event, all tables and chairs for up to 90 guests with our cream chair covers, use of our sound system, garden, kitchen and toilets, space in our walk in cooler, allocated parking for guests and some decorative extras available at the time of hire.

**Drinks and Bar:** Unless agreed otherwise, the hirer is permitted to provide their own wine, champagne and other drinks for the wedding breakfast for which there will be no corkage charge from the venue. Our venue is fully licensed and we will provide a bar and bar staff during the evening. This service is included within the hire charge. We ask that you provide no more drinks after the bar is open, unless previously discussed. If you wanted to provide a free bar in the evening, then we must charge a bar fee of £300. This covers staffing, glass hire, removal of our stock and equipment. There are possibilities for a partial bar, which can be discussed directly.

**NB:** To comply with the licensing laws, the sale of alcohol by the hirer is strictly prohibited.

**Additional Decoration:** Any decoration hired from The Secret Garden will be provided to you before the hire period. You will be allowed to bring in additional decorations with our approval. We ask you avoid paint, pins, staples and anything that could damage our floor, ceiling or walls. We request that only biodegradable confetti is used, and only in designated areas.





**Additional Points:**

- ✓ The Marquee is non-smoking.
- ✓ VAT is applicable for the hire of our venue; all prices quoted are excluding the VAT.
- ✓ We respectfully request that you and your guests are vacated by 12.30am on the evening of the event and that you leave in a quite manner so not to upset our sleeping neighbours.
- ✓ We are not responsible for any arrangements made between you and your caterer, photographer, florist or any other party involved in the day.
- ✓ We reserve the right to show potential or future hirers round the marquee during your hire period if we feel it necessary, this will only take place during preparations and will be discrete.
- ✓ To keep our prices down, the hire fee does not include clearing up. This is the responsibility of the hirer and must be done after the event, before midday the following day. We have a separate list of what is required.
- ✓ Valuable items, cards and presents are to be removed from the premises overnight. We accept no responsibility for items lost, broken or stolen.
- ✓ Our beautiful garden is maintained for the enjoyment of our guests and we ask for parental responsibility with respect to children in the garden.
- ✓ We are unable to allow fireworks, bubble machines, Chinese lanterns or Live Bands.

We thank you for your co-operation.

Signed: ..... Printed: .....

Date: .....

