

# Milwards

Milwards House Venue Hire 2019/2020

## Terms and Conditions

1. Provisional bookings will be held for 7 days.
2. Bookings will be confirmed upon receipt of:
  - Signed and dated booking form.
  - Signed and dated terms and conditions form.
  - For weddings and civil ceremonies confirmation that you have booked Lewes Registrar and paid the appropriate fee.
  - A 50% non-refundable deposit is paid, 10% if the booked date is in the following calendar year, a further 50% will be due in November the year preceding the booked date.
  - All fees once paid are non-refundable.
3. The balance will be due payable two months prior to the date of the event. Any event booked within two months of its commencement will be required to pay the full fee immediately and is non-refundable.
4. In the unlikely event that Milwards House has to cancel for any reason all advance payments received will be returned, although Milwards House will not have any liability for any other costs incurred by you or any third parties you have instructed.
5. We would strongly advise you take out your own wedding insurance in the event that your wedding is cancelled for any reason.

6. Bookings made with third parties by yourselves must be settled directly by you and not Milwards House.
7. Clients shall be liable for any costs incurred in repairing any damage to the premises caused by clients or their guests.
8. Third party contractors visiting Milwards House such as bands and caterers must be approved and have proof of relevant insurances and health and safety documentation.
9. All Vehicles and belongings left overnight must be removed by 12pm (midday) the following day.
10. All client and guest vehicles, personal belongings at The Milwards Estate are left entirely at the owner's risk. The Milwards Estate and their owners will not be held liable for any damage or theft for any reason or circumstance.
11. We will also require credit/debit card details to be held on file to cover bar tab/welcome drinks etc. for any outstanding invoice that remains unpaid beyond 7 days of the event.
12. All drinks must be purchased through The Milwards Estate.

I/we confirm that I/we have read and understood and agree to the above terms and conditions and will ensure that our guests and contractors are aware of any that may affect them.

Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_