



Terms & Conditions of Hire (Events from Monday 6th September 2021)

In booking the Hire of Gildings Barns for your Event you are deemed to have agreed with the following Gildings Barns Events Ltd Terms & Conditions. These are to help ensure everyone's safety, to protect the fabric of the buildings and to ensure due consideration to neighbouring properties.

Thank you for complying with them.

Definitions

The 'Venue' shall mean the complex comprising Gildings Barns the parking area, garden, and surrounding grounds bordered by post and rail fencing and hedging and any additional areas or buildings which are subsequently developed and included by the Proprietor into the complex available for hire.

The 'Proprietor' shall mean Matthew Fielder owner of Gildings Barns Events Ltd.

The 'Hirer' shall mean the person or persons submitting the Booking Form produced by the Proprietor of Gildings Barns.

The 'Event' shall mean the Wedding Ceremony/Reception, Celebration or other Event for which the Venue is hired on one specified day.

The 'Hire Period' shall mean the day specified on the Booking Form from 8am to 11.45pm (except for daytime hire only dates which will end at 7pm), plus prior day set up from 12pm on Bank Holidays, Sundays and from 9am on all other days and until 12pm on the day after the Event.

The 'Hire Fee' is the amount payable by The Hirer to the Proprietor as set out in the Booking Form and confirmed in the Invoice.

The 'Security Bond' shall mean the Deposit payable by the Hirer to the Proprietor and returned after the Event subject to the Terms & Conditions of Hire being met.

'In Writing' shall include via e-mail.



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1.0 General	
1.1	The Hirer shall not sub-let The Barns or any part thereof.
1.2	The contract shall take effect following written acceptance by the Proprietor to the Hirer. This can only be once the Booking Form and 25%/50% deposit have been received and approved by the Proprietor.
1.3	The Proprietor only provides the Venue and is in no way involved in or take any responsibility for planning or organising the Event for which the Venue is hired by the Hirer, or for receiving any deliveries or arranging collections.
1.4	The Proprietor reserve the right to promote the Venue by showing potential clients around during the Hire Period but before guests arrive and on the day after the Event during the clearing up period.
1.5	The Proprietor may make changes to the Venue as part of an ongoing improvement programme between the date of the Hirer's booking and the date of the Event.
1.6	The Proprietor accepts no responsibility for any property belonging to the Hirer, his guests or his suppliers placed or left at the Venue at any time.
1.7	If a Wedding Event the Hirer <u>must</u> obtain Wedding Insurance, including Public Liability, sufficient to cover a cancellation or a postponement of the cost of the Hire Period. A copy must be passed to the Proprietor by the time the second/final instalment is made. Failure to do this may result in the Proprietor cancelling the Event and the Hirer losing their deposit.
1.8	The Proprietor contractual obligations in hiring the Venue will be excused and the Proprietor shall not be in default in respect of any obligation to the extent that the failure to perform such obligation is due to a "Force Majeure" Event, including, but not restricted to, failure of electricity or water supplies, water leak, fire, an Act of God, Act of Parliament, complete or partial destruction of the buildings, an emerging safety risk, any public health risk, or any other event which could not reasonably have been foreseen.
1.9	The Hirer is responsible for informing the guests of these Terms & Conditions.
1.10	Breach of any of the Terms & Conditions of hire may lead to the forfeit of all or part of the Security Bond.
1.11	These Terms & Conditions form part of the contract between the Proprietor and the Hirer.
2.0 Catering	
2.1	Hirers must use one of, or a combination of, the Proprietors Catering Partners as specified on the Gildings Barns website. Other caterers may not operate at Gildings Barbs and full self-catering is not permitted. Part self-catering may in some circumstances be permitted but only with express permission In Writing from both the Proprietor and the appointed caterer and may be subject to a surcharge.

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2.2	The onsite kitchen facilities are available for use by the approved Catering Partners only. The kitchen may not be used by any other persons, including the hiring party or their guests.
2.3	Any food brought onto site by anyone other than the Hirer's appointed Catering Partner must be removed by the end of the Event and may not be left to the following day.
3.0 Alcohol	
3.1	The sale or any unlawful provision of alcohol from the site is strictly prohibited. Alcohol may either be purchased in advance and given away during an Event, or, subject to.
3.1	The main bar is in the Hay Store and would operate after your marriage ceremony until 10.45pm. The Surrey Oaks will provide glassware, fruit, straws and ice. They will agree the drinks range nearer the time and discuss your personal preferences for brands and types of drinks you wish the bar to be stocked with.
3.2	There will be no cost for this but there will be a minimum spend of £1,000. A deposit of £200 will be required to book this which will be returned the following day after the minimum spend is reached. If you require a second bar this will cost £250 to set up, close down and to staff this from 3pm to 11pm.
3.3	There is no corkage charge if the Hirers choose to bring in their own alcohol, but it may NOT be served after 10.45pm. The Catering Partners and appointed Gildings Barns personnel on site are instructed to withdraw access to it from this time onwards. Hirers are required to co-operate with this.
3.4	Hirers must comply with the separate Terms & Conditions of The Surrey Oaks when appointing a pay bar.
3.5	Guests under the age of 18 are not permitted to drink alcohol at the Venue at any time.
3.6	The Proprietor will be following the Think25 Policy so ID will be required if requested.
4.0 Legal Ceremonies	
4.1	It is the responsibility of the Hirer to book and pay for the Registrar for a Civil Marriage or Civil Partnership within the Hire Period and must inform the Proprietor of the ceremony time. The Proprietor cannot accept responsibility for any errors in civil ceremony arrangements.
4.2	The Hirer acknowledges that in the case of ceremonies taking place in The Granary, with guests seated in the garden, the main Gildings Barn must also be set up for the ceremony until half an hour prior to the ceremony starting. This is a requirement of the Registrars, enabling the ceremony to be held inside in the case of poor weather or other Event making it unacceptable to conduct the ceremony outside.
4.3	The Hirer acknowledges that the final decision on the day regarding whether the ceremony will take place inside or outside shall be made by Gildings staff and/or the Registrar.
5.0 Health & Safety	



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5.1	Car parking must be arranged so as to allow easy access of emergency vehicles right up to the buildings.
5.2	Fire pits are not permitted anywhere at the Venue.
5.3	Open flames of any kind are not allowed in or around the barns, except for: <ul style="list-style-type: none">• Candles on the tables, where these are in suitable containers which will not topple over and are supervised at all times. (They must NOT be positioned on beams around the edge of any of the Barns).• Use of a roasting spit in the courtyard or rear garden and where under the control and the specific responsibility of the approved caterer.
5.4	Only battery tea-lights may be used at any other position at the Venue.
5.5	In case a fire should break out at the Venue, or other hazardous situation arise, the Hirer is advised to nominate people to direct everyone present out of and well away from the buildings via the marked fire exits to the Fire Assembly point in the car park. They must also call the Fire Brigade.
5.6	The Proprietor recommends against the use of sparklers (burning pieces of wire waved by intoxicated people or young children close to one another's faces represents a significant hazard). If the Hirer nevertheless decides to use sparklers, the location and timing of their use must be agreed with the Proprietor in writing in advance.
5.7	The Hirer is advised to have someone with First Aid training at the Event.
6.0 Setting Up & Dismantling	
6.1	Any property of the Hirer may be delivered during the Hire Period and must be removed from the Venue before the end of the Hire Period namely 12pm on the day after the Event. Any time before or after these hours must be authorised and agreed by the Proprietor in writing in advance. There is no access to the Venue either side of the Hire Period unless agreed in advance and in writing. Any further authorised access will be limited and all Terms & Conditions will apply when present at the Venue at all times.
6.2	The Hirer and his suppliers must seek permission in advance from the Proprietor for the positioning and use of all items brought in. This includes, but is not limited to, items such as gazebos, garden furniture, floral displays and any form of entertainment.
6.3	Decorations and additional lighting may be tied on to the beams, providing they do not represent a fire or other hazard. It is essential that nails, tacks, screws and staples are not used on the walls or beams or any other part of the fabric of the barns or outside fencing. The Hirer will be responsible for replacing any timbers penetrated by any object, fixture or fitting or decoration including but not limited to nails, tacks, screws and staples. Any timbers which have



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	to be replaced in these circumstances will be under the direction and appointment of the Proprietor, with recharges made to the Hirer as per paras 18.2 and 18.3.
6.4	No fixtures or fittings, including but not limited to items on the walls, in any of the structures may be moved without written prior permission of the Proprietor.
6.5	Seating and table layouts must be agreed and authorised by the Proprietor before the Event. The Proprietor reserves the right to direct the layout format to conform to Fire, Health & Safety Regulations.
7.0 Event Details	
7.1	The Hirer may use the PA system for speeches and for background music only. Due to the sensitive nature of electrical equipment, it is not guaranteed to be working at the time of the Event. If a working PA system is critical to the Hirer's Event, it is recommended that the Hirer brings in a PAT-tested portable back-up system.
7.2	Fairy lights are permanently installed in the main Gildings Barns. It is not guaranteed that they will all be working at the time of the Event.
7.3	Fireworks and Chinese Lanterns are forbidden at the Venue.
7.4	The landing of aircraft such as hot air balloons or helicopters is forbidden Venue.
7.5	Only fresh or dried petal confetti is permitted at the Venue and must be vacuumed or swept up as part of clearing up. There is strictly no metallic or paper confetti allowed.
7.6	Hay Bales are permitted in the garden, but as they are highly flammable, they must be kept well away from guests who are smoking and well away from the buildings. Straw may not be brought anywhere on to the site due to the mess it makes.
7.8	Dogs are not permitted at the Venue with the exception of Guide Dogs or by permission of the Proprietor and must have a nominated guest(s) looking after it at all times. All dog droppings must be picked up immediately. Other animals are also prohibited, except with possible prior written permission from the Proprietor.
7.8	To help ensure the Event runs as smoothly and successfully as possible, the Hirer is required to nominate someone in the party to act as a contact point in case any minor issues arise which need to be addressed (eg, a car needs to be moved, a guest is found unwell). This 'Nominated Person' shall make him/herself known to the Event Manager in the Catering Team at the beginning of the Event.
8.0 Heating	
8.1	In case a fire should break out at the Venue, or other hazardous situation arise, the Hirer is advised to nominate people to direct everyone present out of and well away from the buildings via the marked fire exits to the Fire Assembly point in the car park. They must also call the Fire Brigade.



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8.2	Heaters must NOT be tampered with by the Hirer or his guests. They will remain under the control of the Catering Team and/or the Proprietor on site.
8.3	There will be a £150 heating surcharge for Events held between December and February.
9.0 Suppliers	
9.1	The Proprietor shall not be responsible for dealing with any agents of the Hirer.
9.2	The Proprietor reserve the right to refuse access to the Venue to any suppliers of the Hirer. Such access not to be unreasonably withheld.
9.3	The Hirer is responsible for informing the Proprietor of the names and contact details of all his suppliers involved no later than 8 weeks before the Event.
9.4	The Hirer is responsible for ensuring his suppliers have appropriate insurance to cover their activities at the Venue.
9.5	Marquees are only permitted at the Venue in the rear garden with the Proprietors written permission in advance and only in the May-September period. The Hirer must not presume this will be granted.
9.6	Any additional lighting, bouncy castles, marquees or other decorative or entertainment equipment hired in, is subject to prior written agreement from the Proprietor and the Hirer commits to only bringing these in with delivery and collection from site within the Hire Period. Any equipment not removed from site within the Hire Period may be removed by the Proprietor who accept no responsibility for any damage caused in the process.
9.7	Hirers must use the Gildings Barns exclusive partner with regards to Lighting & Sound as detailed on the Gildings Barns website. Other Lighting & Sound companies may not operate at Gildings Barns. This company is Creative Spark Services.
10.0 Guests	
10.1	The Proprietor reserve the right to deny entry and to ask any person to leave the Venue who is behaving in an antisocial manner or who, in the Proprietors' opinion is under the influence of drugs and/or excessive alcohol consumption at any time during the Hire Period.
10.2	If guests include ten or more children under the age of 10 years, the Proprietor advise a crèche facility or other form of entertainment is in operation for the whole period the children are present at the Venue.
10.3	There is a pond, vintage tools and machinery, and other potential hazards on site. The Hirer is responsible for informing guests to take appropriate precautions, particularly those with young children.
10.4	Infants and children must not be left unattended anywhere at the Venue at any time within the Hire Period.



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10.5	Access to surrounding farmland other than public footpaths, to the service area at the rear of the main Barn and around the Chalet is strictly forbidden. The Hirer is responsible for informing guests of the boundaries.
10.6	The maximum number of guests allowed at the Venue for any Event is 130. The main Gildings Barn has a seating capacity of 110. With regards to smaller Events the maximum number of guests are 70. These numbers may not be exceeded. If it is suspected there are more than the permitted number of guests on site the Proprietor or reserve the right to stop the Event to conduct a headcount. If it is found that there is an excess of numbers, the Hirers shall determine who must leave prior to the Event being permitted to continue.
10.7	The Hirer must inform the Proprietor before the Hire Period of guests with disabilities for example guests who are deaf, blind, of limited mobility or wheelchair users. Guests with restricted mobility or visual impairment must be seated adjacent to the fire exits.
10.8	The Proprietor reserve the right to refuse access to the Venue to any guests of the Hirer. Such access not to be unreasonably withheld.
11.0 Smoking	
11.1	There is strictly no smoking permitted inside any of the buildings comprising the Venue. This rule also applies to all types of electronic cigarettes.
11.2	Smoking must take place only in the courtyard up to 7pm or the rear garden and thereafter only in the rear garden until the end of the Event. It is recommended that Hirers make it clear to their guests that they should use designated ash trays, and that the Hirer will be responsible for picking up any cigarette butts left on the ground.
12.0 Loss or Damage	
12.0	The Hirer is responsible for any missing items and all damage occurring during the Hire Period. This includes but is not limited to tables, chairs and vintage items displayed at the Venue.
12.1	All breakages or other damage occurring during authorised access to the Venue must be reported to the Proprietor immediately or within 24 hours of the Hire Period.
12.2	The cost of any damage or missing items in excess of the agreed security deposit must be paid no later than 4 weeks after the Hire Period. Receipts will be provided by the Proprietor to the Hirer to evidence costs.
13.0 Music	
13.1	If a disco or band is required at the Venue within the Hire Period, only a company approved in writing by the Proprietor in advance is allowed.
13.2	Amplified music is only permitted on the stage inside the main Gildings Barn, unless directed otherwise by the Proprietor. The Proprietor reserve the right to change this to a different point within the main Gildings Barn, or to a different building from that indicated at the time of the viewing by the Hirer.



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13.3	Music for outside reception drinks must not be amplified and can only be low background acoustic music ie, does not require electronic means and is not permitted after 6pm. It may only be played in the rear garden and for a period not exceeding 45 minutes in total.
13.4	The Hirer must ensure all entertainment booked for the Hire Period are in possession of a current Public Liability Insurance Certificate and the equipment used for the Hire Period is Portable Appliance Tested (PAT). The Proprietor reserve the right to request a copy of this documentation at any time and will refuse permission to perform to any agents who do not have, or cannot evidence, current Public Liability Insurance and whose equipment is not PAT.
13.5	The Venue is installed with a decibel limiter. This is programmed to trigger at 91 decibels, and to deactivate the power to electrical sockets at 11pm. The Hirer is responsible for ensuring that any Band is aware of these limits. Bands may not exceed 5 band members; a maximum of 4 is recommended. Musicians with a heavy base beat, usually play over this limit and as such are not suitable for the Venue.
13.6	All music must finish at 11pm on Saturday's/Bank Holidays, 10.30pm on mid-week dates and by 7pm for daytime only Events.
13.7	Amplified music is prohibited for daytime Events. Background music is permitted.
14.0 Noise Levels	
14.1	The Hirer shall be responsible for ensuring that noise levels are kept to a reasonable level at all times so as not to cause a nuisance to neighbours.
15.0 Parking	
15.1	All cars must park on the hard standing at the front of the barns. When the ground is completely dry parking is also permitted on the grass either side of the driveway. However, the cost of repairing any damage caused by cars parking on the grass when it is not completely dry may be charged to the Hirer.
15.2	Vehicles without occupants may be left on site overnight on the day of the Event at the Proprietors risk. They must be removed by 12pm on the day after the Event, after which the gate will be locked and there may be no one available to reopen it.
15.3	Guests are not permitted to sleep on site in vehicles overnight. The Hirer is responsible for ensuring their guests are advised of this and it is recommended they are made aware that if they nevertheless do so the Hirer's Security Bond will be compromised.
15.4	All cars are parked at the Proprietors risk. The Proprietor accept no responsibility for cars parked at the Venue or its surrounding area.
16.0 End of Event Procedures	
16.1	The Hirer is responsible for the quiet and orderly arrival and departure of all guests.
16.2	The Hirer must arrange all departure transport for no later than 11.30pm. The Hirer must inform all guests it is essential taxis are pre-booked and not left to order later than 4pm. Taxis

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	ordered at 11pm may take more than 2 hours to arrive. If guests are present at the Venue after midnight, the Hirer will be charged £100 plus VAT per hour or part hour for staff to wait with guests until their transport arrives.
16.3	Guests waiting for taxis must wait inside the Side Barn. A taxi call system will operate whereby a member of Gildings staff will notify guests when their taxi has arrived.
16.4	The Hirer, or his nominated guest, must remain at the Venue until the last guest has departed. The name of this person must be made known to the Proprietor in advance of the Event, and must be confirmed to the Catering Team, the Proprietor on the day of the Event.
17.0 Cleaning	
17.1	The Hirer shall return it in the same condition in which it was hired by 12pm the day after the Event. In ensuring the Venue is returned to the same standard of cleanliness that it was hired it in, all decorations and hired in equipment must be removed, bottles, rubbish, any broken glass, cigarette butts, or other debris cleared up and safely disposed of offsite, floors swept and toilets left flushed and clean.
17.2	For Hirers preferring to just collect their belongings, the Proprietors Cleaning Team can be appointed to carry out the cleaning after the Event subject to an additional fee of £150 + VAT payable in advance.
17.3	The time for opening the security gate on the day after the Event to provide access for clearing up must be with the Proprietor in advance, and can be from 9am.
18.0 Payments	
18.1	<p>The Hirer shall pay a non-refundable deposit of the Hire Fee on booking the Venue and the remainder, including any surcharges, shall be paid no later than 16 weeks before the day of the Event.</p> <p>Deposits & Payments</p> <p>A 25% deposit will be required to secure your booking if your Event date is more than 12 months from the date of booking.</p> <p>A 50% deposit will be required to secure your booking if your Event date is less than 12 months from the date of booking.</p> <p>The second 25% deposit will be taken 12 months before your Event.</p> <p>Your remaining balance will be payable 16 weeks before your Event.</p> <p>Functions cancelled more than 9 months in advance will incur a 25% cancellation fee of your total invoice.</p> <p>Functions cancelled more than 3 months and up to 9 months prior to the Event will incur a 50% cancellation charge of your total invoice.</p> <p>Cancellations made up to three months prior to the Event will incur a 100% cancellation charge (payment for the invoice in full).</p>



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18.2	A Security Bond of £1,000 shall also be paid by the Hirer 16 weeks before your Event. This shall be returned promptly after the Event subject to these Terms & Conditions being met.
18.3	Any charges incurred above the amount of the Security Bond during the Hire Period must be paid by the Hirer no later than 4 weeks after the Hire Period.
18.4	Access will not be given until full payment, including the Security Bond is received and cleared through the banking system.
18.5	Non-receipt of the final instalment within the timeframe specified above may be treated as a cancellation of the reservation and the first instalment(s) will be forfeited.
19.0 Limitation Clause	
19.1	Cancellation Policy. Gildings Barns will offer a 50% refund of first deposit paid subject to being able to resell date. If cancellation is made after the second/final deposit which is at the Hirer's discretion no refund will be offered to the Hirer.
19.2	In over 20 years of operation a double booking has never occurred at Gildings Barns. In the unlikely Event of a double booking arising, the first Hirer's booking will be honoured. In the case of a double booking discovered for a date a year or more away, any subsequent Hirer(s) mistakenly contracted with for the same date will be given a full refund of monies paid to date and offered the soonest possible alternative date at a 20% discount. For a double booking discovered for a date less than 1 year away, any Hirer(s) mistakenly contracted with for the same date will be given a full refund of monies paid to date, offered the soonest possible alternative date at a 75% discount and possible compensation for proven loss set at a maximum of £3,000.
19.3	To help reduce the minimal risk of double-bookings, Hirers are encouraged to keep in regular contact with the Proprietor in the lead up to their Event, using the date of their Event in the heading of written communications.
20.0 Data Protection	
20.0	Personal details such as names, addresses, email addresses, phone numbers, etc, of the Hirer, guests, agents, suppliers will be retained by the Proprietor. This information will only be used for the purposes of ensuring the smooth running of the Event. It will not be passed to any Third Party unless required by law.
20.1	The information will be retained for legal reasons for 6 years after the Event and will then be destroyed whether it is held electronically or in hard copy. By contracting with the Proprietor, the Hirer is freely giving explicit consent to this information being held by the Proprietor for this period and for the stated purpose.
20.2	The information will be retained for legal reasons for 6 years after the Event and will then be destroyed whether it is held electronically or in hard copy. By contracting with the Proprietor, the Hirer is freely giving explicit consent to this information being held by the Proprietor for this period and for the stated purpose.



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Thank you for complying with them.

Name of Hirer(s)

Address:

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Email:

Contact N°:

Date of the Event:

We confirm that we will use one or a combination of Gildings Barns Events Ltd Catering Partners.
We confirm acceptance of Gildings Barns Events Ltd Terms & Conditions of Hire.

Signed:

Date:

Please email a copy of this page to hello@gildingsbarnsevents.com with your Booking Form.