



Key Facts & Timings

Please book your Registrar before confirming your booking with The Old Vicarage
Hampshire Registration Services Telephone 0300 555 1392

Please find below Key facts & Timings Required for planning your Wedding

- Ceremony - maximum of 100 guests, the Orangery can seat 76 with a further 24 guests standing in the bar lounge area
- The outside ceremony can seat 100 people. A decision on whether the ceremony can be held outside, dependent on weather, is made by the Registrar and if this is not possible the Orangery will be used
- The Marquee can seat 100 people for a 3 course Wedding Breakfast and 132 for casual dining.
- A maximum of 200 evening guests are permitted in the Marquee
- Access to The Marquee is between 9am - 11am on the day of the Wedding, please ensure your suppliers are aware
- Access to The Orangery is from 11am on the day of the Wedding
- Earliest Ceremony time at The Old Vicarage is 1pm
- Check-in for the bedrooms is strictly from 3pm with no exceptions. Checkout for the bedrooms is strictly 11am
- Last orders will be called at 11.30pm. The evening Buffet will be cleared after 2 hours.
- All decoration must be cleared from the Marquee by 12.30am, after this time Contract Cleaners will arrive and anything remaining will be deemed as disposable.
- Live music must cease at 9pm, as per our Licensing conditions.
- Music can be played up until 12am Midnight. Music must be turned down to background listening level from 11pm.
- If you have booked the Midweek Package the Venue will book the DJ & Florist and advise you

Your DJ must be selected from our Recommended Suppliers List:

- Quantum Disco 07850 305632 www.quantumdisco2012.moonfruit.com
- Coastal Discos 07837 066161 www.coastaldiscos.co.uk
- CCL Sound And Light 07906432013 www.cclsoundandlight.co.uk
- We need a DJ 07780691948 www.weneedadj.co.uk

- Breakfast is served in the Front Room the following morning, seating a maximum of 14 guests
- No food or drink items other than your Wedding Cake can be brought into The Old Vicarage
- No drawing-pins or staples may be used to fix any items to The Orangery beams or the outside wooden structures. Blue-tack in The Orangery or Fishing wire is recommended for attaching items, such as bunting, to the Marquee.
- Table Confetti, either paper or foil, is not permitted on tables. Scatter Crystals, pearls and fresh petals are allowed. The use of confetti is not permitted within or outside the venue. This also includes wedding rice, and the use of biodegradable confetti. The use of bubbles is permitted. Fresh or dried flower petals are permitted in the gardens only.
- Candles – please read our candle policy within the Terms & Conditions

Please sign & date to confirm you have read and agree to the above Key facts Date.....

Signed..... Print.....

Signed..... Print.....

The Old Vicarage

Outdoor Ceremonies Available 1st May - 30th September

**The Old Vicarage is Licensed for Ceremonies in the Garden Summer House
The maximum capacity for your Summer House Ceremony is 100 people & is supplied with only The Old Vicarage's
Outdoor Benches.**

Hampshire Registration Services are happy to try and accommodate ceremonies in an outside garden structure between 1st May and 30th September.

If you wish to hold your Ceremony In the Garden Summer House, please ensure that you immediately inform & arrange this with Hampshire Registration Services.

On the day of the Wedding – The Registrars arrive approximately one hour prior to the ceremony. At this time the Registrars will make the final decision.

Please be aware when planning all eventualities, that if the Ceremony is to be transferred indoors, a maximum of 76 guests may be seated in The Orangery, with any further guests standing in the Bar Lounge area.

The main reason that a ceremony may not take place in an outside structure is bad weather. This can include rain (or the likelihood of showers), wind, very cold conditions (under 16 degrees), intense heat and sunshine (with no shade for guests) and other extreme conditions.

It is also a legal requirement that the marriage registers and civil partnership schedules (and all other legal paperwork) must be kept dry and in pristine condition at all times. Guests also need to feel comfortable and be able to hear the ceremony.

Please don't let it spoil your day if the ceremony cannot take place outside. Make plans for your chosen room inside too - and consider it a bonus if the weather is kind to you.

If due to unforeseen circumstances, bad weather, the Ceremony is to be moved inside, please ensure you have allocated Guests or Suppliers to transfer any decoration, as this is not the responsibility of The Old Vicarage Staff.

The decision on where the ceremony will be held will be made by the registration staff after discussion with the couple and venue.

Please ensure that you are both contactable on the day of the Wedding.

We agree that the decision on where the ceremony will take place is the registration staff's responsibility and that their decision is final.

We agree that if our ceremony cannot take place in the outside structure for any reason we will be happy to proceed in the The Orangery.

Wedding Date.....

Name..... Signed.....Date.....

Name..... Signed..... Date.....

The Old Vicarage

Thank you for booking with The Old Vicarage Country House

This Contract is a very important document; you should not sign the Contract unless you have read and understood all Terms and Conditions. Once signed you are bound by the Terms and Conditions of this Contract. Your Event will not be confirmed as booked by us until this Contract is signed and received, in person, by The Old Vicarage together with your non-refundable deposit.

Event Date

Event Type

Client Name 1

Client Name 2

Client Address.....

For purposes of this document:

The Old Vicarage will be stated as “the Venue”

Client Names 1 & 2 will be stated as “The Client”

1. Booking Procedure

A provisional booking of one date can be held up to 14 days, after which time it is at the Venue’s discretion to release the date. Please book your Registrar before confirming the date with the Venue (with the exception of Weddings booked two years or more in advance, due to the Registration Services not releasing their dates). Hampshire Registration Services Telephone Number 08456 035637

- All bookings must be confirmed with a non-refundable deposit of £500.
- A further deposit of £500 is required eight months prior to the Event.
- If the booking is made less than eight months prior to the Event - the full £1000 deposit is required to book.

Prospective Clients must always meet a member of the Events Team by appointment prior to acceptance of the first deposit. The Deposit and signed Contract must be made in person to the Venue; otherwise the Venue, reserve the right to cancel the booking. Notwithstanding anything said or written nor deposit paid, the booking shall not be deemed to have been accepted by the Venue unless and until a this contact has been signed by both the Client and the Venue.

2. Cancellations & Postponement

The Venue must be notified, in writing, of any cancellation by the Client. The confirmed date of cancellation will be the day on which the cancellation letter is received by the Venue. The Venue will confirm in writing to the Client that the cancellation letter has been received. The cancellation charges are due & payable within 14 days from the date of cancellation. In the event that payment is not made, timeously 8% interest will be charged on the sum until payment.

The Venue reserves the right to cancel an Event or refund deposits in the following cases:

- In circumstances when a booking is made through a third party or under false pretenses.
- If guests attending the Event behave in any way considered to be detrimental, offensive or contrary to normal expected standard of behaviour.

- Any falsification will render the contract null and void.
- The Venue or any part of it is closed due to circumstances outside its control.
- The Client becomes insolvent or enters into Liquidation or Receivership.
- To avoid breach of these terms and conditions.
- The booking might prejudice the reputation or cause damage to the Venue.
- If the Client is more than 30 days in arrears of previous payments. In such an event, the Venue will have no further liability.

In the event of cancelling a confirmed booking, the following charges will be due in each case the percentage charge applies to the estimated total account for the Event, including accommodation, based on the numbers originally booked.

- From time of booking - 38 weeks prior to the event Loss of deposit
- 12-38 weeks prior to the event 50% of all contracted charges payable
- 4-12 weeks prior to the event 75% of all contracted charges payable
- Less than 4 weeks prior to the event 90% of all contracted charges payable

All contracted charges are listed in the Event Schedule

The Venue will endeavor to re-sell the Event package and/or re-sell the accommodation booked as part of the package. In the event that re-booking is successful in whole or in part, the Venue will refund all or partial cancellation charges received relative to the re-booked package or rooms, with the exception of the non-refundable £500 confirmation deposit. The Venue will write to the Client within 14 days of the passing of the cancelled Event date to inform of any refund being made.

- In such an event, the Venue will refund any advance payment (including deposit) but will have no further liability. In the event that the Client must postpone the confirmed date:
- If more than 12 months in advance the original deposit paid to the Venue may be transferred to another date (subject to availability).
- If notification of postponement is received less than 12 months prior to the confirmed date, this will be treated as a Cancellation, and Cancellation charges will apply. The Client may then rebook for a future date. Only one transfer is permitted.

3. Accommodation

- There are 6 bedrooms within The Old Vicarage main house.
- Exclusive Use includes all 6 bedrooms.
- Check-in time is strictly 3pm onwards and no exceptions will be made.
- Check out is by 11am.
- Rooms are only available for the date of the event.
- Continental Breakfast is included - served 9am.
- As we are exclusively an Event Venue, it is up to the Clients to allocate the rooms to their guests.

4. Payment & Final Meeting

- All bookings must be confirmed with a non-refundable deposit of £500.

- A further deposit of £500 is required eight months prior to the Event.
- If the booking is made less than eight months prior to the Event - the full £1000 deposit is required to book.
- Full payment is to be received no later than 4 weeks prior to Event.
- Amendments to guest numbers, table plans & pre-orders after the 6 week Final Meeting:
If guest numbers are reduced payment will remain the same as per the final schedule. Any amendments made after the Final Meeting will incur a £50.00 administration fee.

Please note, the following must be supplied & confirmed at the 4 week Final Meeting:

- Total numbers of guests, including breakdown of adults and children.
- Children are charged from ages 3 - 10 years. Adult prices charged above 10 years old. Under three's are free, if not being catered for.
- Confirmation of menu choices & completed Pre-order form
- Table Plan, with total numbers of guests for each table, location of children & guests with special dietary requirements. Also tables must be numbered from in order of importance that you would like them to be served. For example - the Top Table is table 1 - and you will be served your food first.
- If applicable - Selections for your choice of wines during the Wedding Breakfast
- All details on Schedule must be completed.
- Guest names for any bedrooms.

All detail outlined in the Event Schedule will be confirmed in the Final Meeting 6 weeks prior to the Event. All details for the Event including numbers, menus and table plans must be provided and confirmed. The Event Coordinator will then issue a final Event Schedule along with an Invoice for the full and final payment due. Full payment is to be received 4 weeks prior to the Event. Should guest numbers decrease within the 4 weeks prior to the Event, the original confirmed numbers at full menu price will, apply. Any increase in attendance will be charged accordingly. Please note that the Venue may not be able to accommodate an increase in numbers. Failure to submit payments to the Venue within the specified timescales may result in the cancellation of the event.

5. Food & Beverage

- A Wedding Breakfast followed by evening buffet must be supplied. One lot of food is not satisfactory, due to the responsible sale of alcohol.
- Menu & prices are subject to change. Full menu details are required at least 6 weeks prior to the Event. The latest serving time for any catering is 9pm. The Evening Buffet will be removed after 2 hours, as this is the longest we are able to keep food out for, due to health & safety.
- Only Food and Beverage supplied by the Venue may be consumed on the premises. Any alcoholic beverage found to be consumed, whilst not purchased from the Venue will be confiscated and charged at £25 per bottle. The charge also applies to any empty bottles found within all public areas used by the Event guests. If guests are to be found consuming alcohol they have brought in from outside the premises, it will be confiscated and they will be asked to leave
- The Venue will not be liable for any failure or delay to provide facilities, services, food or beverage as

a result of events or matters outside its control. Venue facilities may change or alter at proprietor's discretion.

6. Entertainment & Suppliers as stipulated by our Licensing Regulations:

- If you have booked the Midweek Package the Venue will book the DJ & Florist and advise you.
- All entertainment must be approved by the Venue.
- DJ must be selected from our Approved list of suppliers.
- Live music must cease at 9pm.
- After 9pm a recommended DJ Disco or the Venue's I-pod dock may continue until 12am Midnight, no other PA equipment may be used.
- A noise limiter is in place, which all entertainment must plug into. A sound check must be carried out at the beginning of the entertainment.
- Music must be at background listening level from 11pm. Where by no bass or lyrics may be heard at any of our boundaries.
- All windows and doors must be closed in main house and marquee past 9pm.
- The Venue reserves the right to close the Bar and terminate or reduce the sound level of the music prior to the stated times, should the situation demand it.
- The Venue must receive contact details for all outside entertainment providers and suppliers, and Public Liability Insurance Certificates where required. Entertainment, Flowers, Registrar, Cake, Place Cards and Photographs are solely the responsibility of the Client.
- The Venue will provide contact numbers of approved suppliers, but will at no time be subject to liability should the Venue arrange these services on behalf of the Client.

7. After the Event

- After 12am Midnight, the music must cease in the Marquee. Music must also cease in the main house by 12am.
- Last orders will be called at the main house bar & the marquee bar at 11.30pm.
- Once last orders have been served, the doors to the main house bar will be locked and the marquee bar closed down by 12am.
- All decoration, including Chair Covers & Sashes, must be cleared from the Marquee at Midnight and must be completed no later 12.30am. At 12am Contract Cleaners arrive, and if anything is remaining beyond 12.30am – it will be removed and you will be invoiced for £150.
- The Marquee & Orangery must be vacated at 12am midnight. Guests staying overnight in the Main House may remain in the lounge area. The Main House doors will be locked.

8. Set-Up / Storage / Personal Property / Damages

- Set-up is from 9am on the day of your event. Access to set-up is not permitted prior to this time due to our insurance.

- Access to the marquee is from 9am-11am, please ensure your suppliers are aware of this. After 11am the marquee must be vacated so that, the final preparations to the marquee can be made by the Venue staff.
- Access to the Orangery is from 11am, please ensure your suppliers are aware of this
- The Old Vicarage will not accept any responsibility for any items supplied by external suppliers, including damage & injury, this is the sole liability of the external suppliers.
- We advise the Client to arrange adequate insurance. The Client shall be responsible for any damage to fittings, furnishings, fire equipment, safety equipment, walls, floors, carpets etc.
- The Client will be liable for the cost of repairs carried out as a result of damages caused to any part of the Venue premises or equipment thereon, by negligence, willful act or default of any person invited by you or on your behalf to the Venue. This will be in the form of an invoice after the event.
- Table Confetti, either paper or foil, is not permitted on tables. Scatter Crystals, pearls and fresh petals are allowed.
- All decoration, including chair covers / sashes must be cleared from the Marquee by members of your wedding party by 12.30am, after this time Contract Cleaners will arrive and anything remaining will be deemed as disposable. Please arrange with your suppliers to collect their remove their items by 12.30am.
- The Old Vicarage accepts no responsibility for your Gift Table containing Cards & Gifts. We advise you to supply a secure post box for your guests to deposit any cards. The Old Vicarage staff will not move your card box at any time, if the post box needs to be transferred from the main house, up to the marquee, please give this responsibility to one of your wedding party. Your cards & gifts must be taken up to your bridal suite at the end of the night, and not left in any public areas unattended.

Candle Policy

- The Orangery - Candles can be placed on the fireplace encased in holders, which are twice the height of the flame. No lit candles are to be used along the aisle, battery operated candles only. During the Wedding Breakfast candles may be placed on the tables, encased in holders, which are twice the height of the flame.
- Marquee - Candles can be placed and lit on the tables so long as they are encased in holders, which are twice the height of the flame.
- No lit candles are to be placed on the floor in the main house, marquee or anywhere within the gardens.
- If Candelabras are being used as Centerpieces, battery operated candles must be used, or alternatively unlit wax candles.
- All responsibility of naked flames is down to the client, The Old Vicarage will not be held responsible in case of accident or injury.

9. Price Variations

- All prices quoted for the provision of the services are inclusive of the Value Added Tax at the applicable rate at the tax point unless otherwise stated. Therefore alteration between Taxes at signing of contract to provision of service will be charged appropriately.

- All prices quoted are subject to proportionate yearly increases according to rises in direct costs or operational costs, taxes or unforeseen circumstances
- Menu prices may vary subject to seasonal availability and Government charges.
- There may be a price increase of 10-15% for 2018 bookings.

10. Miscellaneous

- The earliest ceremony time is 1pm. The Bar in the main house will be open 1 hour prior to the Ceremony.
- The Venue requires one point of contact with the Client for the day of the Event; in which the Venue will liaise with at all times to avoid confusion.
- The use of confetti is not permitted within or outside the venue. This also includes wedding rice, and the use of biodegradable confetti. The use of bubbles is permitted. Fresh or dried flower petals are permitted in the gardens only.
- No Chinese Lanterns are allowed in the Venue grounds.
- Fireworks are permitted, but must be supplied and orchestrated by our approved supplier.
- In the unlikely event of cancellation of your Event, it is recommended that an insurance policy be taken out to cover all expenses.
- Any children attending the Event, should be supervised by an adult; they must not run round the hotel, into other function rooms or bar areas and should be supervised in the gardens.
- If guests attending the Event behave in any way considered to be detrimental, offensive or contrary to normal expected standard of behavior they will be required to vacate the Venue immediately.

The Venue withholds the right to change the Term's & Conditions at any time, if deemed necessary.

This agreement shall be subject to English Law Event Schedule attached, signed & dated I hereby accept the above terms and conditions.

Deposit amount:Date paid:

Client Name 1:Signed:

Client Name 2:Signed:

Venue Representative:Signed:.....