



## OWLPEN MANOR

### Weddings and Events Terms and Conditions

1. Your contract is with us, Owlpen Manor Estate Partnership, Owlpen, Nr Dursley, Gloucestershire GL11 5BZ (“the venue”).
2. In these terms, “Customer” is defined as the signatories of this agreement. We appreciate that on occasions someone else (such as a parent or relation) may wish to make payments due to us on your behalf. We are happy to accept such payments, but please note that unless we agree otherwise with you in writing you, as The Customer, are legally responsible for any payments due to us.
3. In these terms, “Venue” means the venue at Owlpen Manor Estate, or Owlpen Manor, where your wedding is agreed to be held, “wedding” also means (where applicable) a civil partnership, “wedding package” means the services relating to your wedding which we agree to provide to you.
4. A deposit of £1000 is payable immediately upon confirmation of the Venue as security for performance of the contract and for any loss or damage. Payment is to be made by BACS transfer, and shall be reimbursed up to a week following the event, subject to all conditions of this agreement having been met in full. All bookings are confirmed only after the aforesaid booking deposit has been paid. Receipt of your booking deposit confirms your acceptance of all terms and conditions. Deposits are non-transferable. If the event is cancelled by us the

deposit will be returned to you. If the event is cancelled by you we will deduct our expenses and loss of profit from the deposit and will only return any excess. Please note that there is unlikely to be any excess, particularly if we are not able to secure a comparable alternative booking.

5. Where a weekend package is chosen (instead of a dry hire option), you agree to pay an additional £540 as an advance payment for catering fees. For a midweek package the fee is £270. This fee will be included in the same invoice, and is non-refundable: it will be deducted from your fees subsequently.
6. You agree that the agreed venue hire fee is the one stated on your deposit invoice. The agreed venue hire fee is to be paid in three instalments: 25%, may be charged six months in advance, 25% may be due three months in advance, and the remaining 50% shall be due one month prior to the event. A final invoice to confirm details such as numbers for drinks, and late check-outs in accommodation, shall be due 14 days in advance of the wedding date, after which no changes can be made. Please do not make any payment until an invoice has been received.
7. In your final invoice, a discretionary gratuity of £1 per guest will be added, which is passed on to staff members working at your event. You reserve the right to request that this fee be removed prior to payment, should you choose to.
8. Please state below if you require a dry hire option, or an all-inclusive package. Packages are available for both weekends and midweek. Minimum guest numbers for packages are 40 for midweek weddings and 80 for weekend weddings. If your guest numbers are lower, the fee for the above numbers will still apply. If you are unclear on the packages, you agree to clarify this with the estate office before confirming.
9. Please state below which site you have chosen, either the Manor Gardens venue or Cyder Barn site or Cyder Barn and Pole Barn site. Once this contract has been signed you are unable to change venue location, unless otherwise agreed in writing. All are exclusively yours for the day, although Owlpen Manor Estate reserves the right to

continue with other farm, estate and woodland activities unrelated to your wedding, or to hold meetings when necessary.

10. Unless stated in advance, all VAT (UK sales tax) charges are included in the quoted venue fees. VAT is charged at the prevailing rate of the final invoice. Should the prevailing rate of VAT rise in the period between this contract being signed, and any fees being due, the venue hire fee shall rise to reflect that increase.
11. On execution of the Contract the Customer shall be entitled to a cooling-off period of 7 days only, in which it may cancel the Contract for a full refund of the deposit paid in accordance with clause 4 above. Any cancellation of the Contract after the 7 day cooling-off period will result in the loss of the deposit and any other amount already paid.
12. Cancellations must be sent in writing. In the event of a cancellation by the Customer, any balance payments which have been paid hitherto shall be forfeit. If not already paid in the form of advance balance payments as per clause 5, the following additional charges will be payable within 14 days of the date upon which the Customer notifies Owlpen Manor Estate of the cancellation or change or variation:  
8 weeks prior to event - 60% of the venue hire fee  
4 weeks prior to the event - 100% of the venue hire fee
13. Owlpen Manor Estate and the Customer agree that the charges set out in clause 10 above represent a genuine pre-estimate of Owlpen Manor's losses under the circumstances.
14. Force Majeure:
  - a. For the purposes of this Contract, Force Majeure Event means an event beyond the reasonable control of Owlpen Manor Estate including but not limited to strikes or other industrial disputes (whether involving the workforce of Owlpen Manor Estate or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.

- b. Owlpen Manor Estate shall not be liable to the Customer as a result of any failure to perform its obligations under this Contract as a result of a Force Majeure Event.
  - c. If the Force Majeure Event prevents Owlpen Manor Estate from providing the Venue on the Date, Owlpen Manor Estate shall, without limiting its other rights or remedies and without liability to the Customer, have the right to terminate this Contract immediately by giving written notice to you.
  
- 15. We strongly advise that you purchase wedding insurance, which includes public liability insurance, upon the point of booking. Wedding insurance provides cover in case of an unforeseen cancellation, damages, injury or illness etc. In the event that wedding insurance is unavailable, or you choose not to take out a policy, you are obliged to take out personal liability insurance in the event that you intend to bring any food or drink onto the premises, to be served to your guests by our staff or the staff of sub-contractors operating at the Venue.
  
- 16. An additional fee is payable for all table linen, and for chairs for outside ceremonies. Other charges that may be incurred, upon negotiation, could include event co-ordination, additional unforeseen cleaning costs, removal of rubbish, breakages and damage to property, late departure from holiday cottages, and the use of outside caterers.
  
- 17. Where any such loss or damage exceeds £1000, Owlpen Manor reserves the right to make an additional charge to the Customer for such loss or damage and the Customer hereby irrevocably agrees to pay any such additional charge notified to it within 7 days following the Date.
  
- 18. Ceremonies in the gardens or weddings in the Church of the Holy Cross may require additional seating, depending on your final numbers. When this is required, you agree to hire this seating as an additional cost. Owlpen Manor Estate can arrange this through our own supplies or through external sub-contractors, following further discussion.
  
- 19. You agree that we are able to conduct official ceremonies outdoors, in certain areas of the gardens, between May and the end of September.

You agree that this is dependent on weather: if the forecast is for rain, cold or hot weather we cannot guarantee that we'll be able to hold the ceremony outside. The final decision on this rests with the registrar, who makes a decision on their arrival.

20. Owlpen Manor advises against the use of outside catering companies. Where outside caterers are used – whether for evening food or as principal caterers – they must agree, in writing, to our terms of use. They must also provide us with their public liability insurance, employers' liability insurance, risk assessments, and food hygiene certificates. Where the catering kitchen is to be used, the person due to be managing the catering on the day itself must agree to a site visit in advance of the wedding, to discuss arrangements and to make sure that all quotes supplied to you are accurate.
21. Owlpen Manor reserves the right to charge a commission of up to 15% on all final invoices from outside catering companies or suppliers apart from Well Seasoned Cotswold Caterers, for use of our facilities, materials and services. You agree to supply us with any final invoices one month prior to your event date, unless agreed otherwise. Where those services are provided free of charge, or at a reduced rate, for example as a wedding gift, the minimum charge is £500.
22. For evening food, we ask outside catering companies or suppliers to handle rubbish collection. Whilst we do not charge a commission on evening food suppliers hired exclusively for the evening and using their own facilities, an administrative fee of £50 is payable which includes provision of heat, light and 13-Amp power.
23. Owlpen Manor accepts no responsibility or liability for any illness, or other complaint, which is caused as a result of catering at Owlpen Manor: the responsibility rests with the sub-contractor. The sub-contractor must sign a disclaimer to that effect, before conducting their business at Owlpen Manor. This includes catering supplied by Well Seasoned Cotswold Catering, who are our preferred sub-contractors and supply catering services where our packages are chosen, whether midweek or weekend.
24. All outside catering suppliers must agree to our Agreement terms, set out in a separate document. They must sign a disclaimer to indemnify

Owlpen Manor against any loss or injury resulting from catering services that they provide. They must also agree to visit the Venue before issuing a final quote to you, in order for that quote to be accurate.

25. You will be liable for any breakages, damage, late payment or non-payment caused or incurred by outside sub-contractors including, but not exclusively, caterers. All sub-contractors must have public liability insurance, which they must supply to the estate office in advance of the wedding day itself.
26. Owlpen Manor accepts no responsibility for product quality, hygiene standards or provisional or final prices provided by outside catering contractors, or other sub-contractors, who conduct business at Owlpen Manor.
27. Where food including, but not exclusively, cake or cheese is brought onto the premises, having been prepared by an individual or third party, Owlpen Manor Estate and its sub-contractors can accept no responsibility for food hygiene, preparation, or allergens. The cake provider must provide a list of ingredients, and possible allergens, to the Venue in advance or on the day. They must also sign a disclaimer as outlined in clauses 21 and 22 above. Where food is brought in, you must have personal liability insurance and a service fee may be payable to the caterers or to the venue.
28. Where catering is provided by our in-house team or sub-contractor, including Well Seasoned Cotswold Caterers, final catering arrangements, including menus, are to be confirmed four weeks prior to the event at which time the catering is to be paid for in full.
29. Final guests numbers are to be confirmed two weeks prior to the date of the event, including evening guests. The venue charges a fee for additional evening guests of £10 per person.
30. Owlpen Manor reserves the right to charge you for any items missing or damaged from the venue, cottages or estate – charges will either be deducted from your deposit, or will be requested by invoice. That invoice must be paid before any deposit payment can be returned to you.

31. Neither Owlpen Manor Estate nor its employees shall be liable to you for any loss of profit, consequential loss or other indirect losses under the terms of this Agreement.
32. Owlpen Manor Estate shall have the right to make any changes to the Venue which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Venue.
33. Owlpen Manor Estate will not be held responsible for any damage to any article brought onto the premises.
34. Dogs are welcome here at Owlpen. However, when a dog is due to be brought to the wedding, we ask that you inform us in advance. Apart from guide dogs, dogs are not permitted during the wedding breakfast or evening party, except by prior arrangement. Dogs must be kept on leads at all times.
35. The use of non-biodegradable confetti, or confetti labelled as 'biodegradable', inside and outside the venue is prohibited, unless it is entirely plant-based: organic biodegradable confetti such as rose petals or lavender may be used but only upon prior agreement, and only on lawns. A cleaning fee may be incurred if these terms are not observed. Biodegradable confetti on the church grounds must be discussed with the Ewelme Benefice office.
36. You agree that the use of fireworks is not permitted on the premises, whether by an individual or private company.
37. You agree that the use of Chinese lanterns is strictly prohibited due to livestock on and around the estate and rules imposed by the National Farmers' Union.
38. You agree that the use of bands and DJs is permitted in the Cyder Barn only. All terms and conditions of the venue license must be met. Unamplified music is permitted in the gardens during the afternoon, but no later than 5pm. You agree to follow the venue's noise management plan as set out in the following webpage: [www.owlpen.com/music](http://www.owlpen.com/music). You agree to take responsibility to inform

any musician of these guidelines in advance of confirming a booking with them.

39. Owlpen Manor Estate operates as a working farm where heavy machinery may be in use regularly, and livestock are pastured in the field. There are also numerous period features of the building and grounds, including deep water in ponds and fast-running streams. Due to this, we ask that children must be supervised by a responsible adult at all times, and we take no responsibility for any harm or injury incurred by guests while on the estate.
40. Whilst we encourage guests to enjoy the gardens, walks and woodlands, please note that care must be taken as walkways and stairs maybe slippery, particularly when wet. Access to service areas, greenhouses and outhouses in the gardens and grounds is strictly prohibited. We ask that guests refrain from picking flowers or vegetables in the gardens.
41. Owlpen Manor Estate advises that two bodies of water exist on the estate, being the mill pond and the lake. Swimming in the mill pond is strictly prohibited at any time. Swimming in the lake is not advised. Where swimming does take place, swimmers do so at their own risk and they must take full responsibility for their actions in the water. Swimming with children, even when accompanied by a responsible adult, is to be discouraged. Swimmers must be aware that the bottom of the lake may contain unknown debris which moves regularly. Diving is strictly prohibited at any time.
42. The Customer is responsible for the behaviour and actions of their guests. Inappropriate behaviour may result in a guest being asked to leave, or the event being stopped early or cancelled.
43. NOISE: Consideration for the villagers in the vicinity of the Premises is of paramount importance. You agree to adhere to and not exceed the maximum noise levels for amplified music set by us. All music will be turned off at 11pm Sunday-Thursday, and 12am Friday and Saturday, unless agreed in advance. It is your responsibility to inform bands, DJs or other entertainers of this rule. You agree to make any musician aware of our music policy by sending them a link to our guidance on music on our website here: [www.owlpen.com/music](http://www.owlpen.com/music).



44. Owlpen Manor Estate is not responsible for any loss, personal injury or damage to property that may take place anywhere on the estate.
45. Owlpen Manor Estate reserves the right to operate CCTV and to take photographs during your event or stay: these photographs may include, but not exclusively, photographs of guests or member of the party. These images will be used by Owlpen Manor Estate to share news about the estate, or for publicity purposes or as a part of marketing material. They will be stored securely, and digital files will not be shared with anyone. If you would prefer not to be photographed, please speak to the management. You also allow us to use photographs taken by professional photographers or videographers working for, but not exclusively, you during your stay at Owlpen. You have the right to edit these photos prior to supplying them to us, and we would only use photographs subject to your approval and discussion with you.
46. Please have consideration to residents around the estate and leave the venue quietly. The car parking is particularly sensitive to noise as it is in an elevated position, and our neighbours can easily be disturbed by late-night traffic, this is a quiet area with little or no other noise disturbance at night. In the event that we receive reasonable noise complaints caused by you or your guests, which give rise to a payable fee from Stroud District Council, you may be charged up to £300 per complaint.
47. Sale of alcohol is permitted between the hours of 10.00am and 11.30pm on Fridays and Saturdays, or 10am and 10.30pm on other days, unless otherwise agreed in advance. In the event that you would like to extend the licence, in the Cyder Barn location, until 12.45am on a Saturday on 11.45pm on other days, you agree to make a request to the estate office in writing. Extensions are granted subject to availability, and an additional fee of £250 is payable.
48. No outside alcohol can be brought onto, or consumed on, our licensed premises without our prior written consent. Any undeclared alcohol found on the premises will be removed and disposed of accordingly. Persistent breach of this rule may result in the early closure of the venue.

49. Where you do intend to bring in wine or bottled beer, we will charge a per head service charge, depending on the precise requirements of the client. Additional charges may apply to spirits or requests to bring cask ale into the marquee or the Cyder Barn. Children (aged 5 and upwards) and those who do not drink alcohol, the fee is £10.
50. For guests who agree to pay the service charge with a bar opening in the evening, any alcohol provided by the client in advance will be served until the end of the wedding breakfast. After that, the alcohol supplied will be stored securely and returned the next day.
51. For guests who choose one of our drinks packages or service charge options, please note that fees are valid for one calendar year following the date of your booking, and may increase in line with prices and inflation beyond that time.
52. Full payment for the beverage costs must be finalised, and due for payment, 14 days prior to the event date.
53. As part of your venue hire, we allow access to the Cyder Barn, Pole Barn, marquee and manor gardens from 12pm until 5pm on the day before the main event, for decoration purposes. To extend this end time, a fee of £50 per hour applies. On the day following the main event, all decorations added in the Cyder Barn, Pole Barn, marquee and gardens must be removed by the wedding party between 10am and 12pm unless otherwise agreed with the management.
54. Access to the barns, grounds or marquees for a function the day before, or after, the main event will be subject to a staffing fee of, but not exclusively, £50 per hour, and if you choose to bring in your own alcohol, the fee would be £10 per head, unless you choose from our wine list and bar price list.
55. Additional fees will be incurred for table linen and napkins if they are required. When using round tables, linen is essential but for long trestle tables, you may wish to keep the tables exposed. If you request a BBQ menu, round tables must be used.

56. All cottages on the estate must be reserved by the wedding party for a minimum of two nights, unless agreed otherwise with the venue. Those two nights relate to the night before the event, and the night of the celebration itself. For a weekend wedding, this relates to Friday and Saturday nights. On bank holiday weekends, this relates to Thursday and Friday nights for one event, and Saturday and Sunday nights for another event. The full balance for all cottages is due one month prior to arrival. Normal cottage hire terms and conditions apply. Please note that fees are valid for one calendar year following the date of your booking, and may increase in line with prices and inflation. If any cottages are not required (excluding the Grist Mill, Manor Farm, Over Court and marital suite (otherwise known as Apple Loft)) you must inform Owlpen Manor, in writing, no less than 90 days in advance of the wedding date. Any accommodation that has been reserved for the wedding party, and that remains unpaid at the time of the wedding, will be added to the final invoice. The marital suite, the Grist Mill, Manor Farm and Over Court must be rented.
57. Cottage fees are charged on a per cottage basis, with the average price per person per night of up to £65 unless agreed otherwise: specific fees are quoted separately. We are not able to take payment for individual rooms within the cottages.
58. You agree to abide by our holiday cottage terms and conditions. A full set is available here: <https://owlpen.com/termsandconditions/> you agree to nominate a lead guest in each holiday cottage who can be made aware of these terms and conditions before arrival.
59. Check-out time at the holiday cottages is 10am, or 12pm if agreed in advance, for an additional fee of £50 per cottage, and subject to availability. The use of holiday cottage gardens for entertainment purposes must be agreed with the management in advance, and may necessitate the hire of that cottage for an extra night.
60. Where cottages are required for an extra night, we do our best to accommodate the request. Sadly we are only able to offer half of our accommodation for an additional night, so that the rest can be prepared in good time. You agree to discuss your requirements for additional nights with the estate office, so that we have time to prepare the required amount of cottages for you in good time.

61. Where glamping is required, a deposit payment of £500 is required six months in advance of the event date. You agree to collect additional fees from your guests in advance, and we shall invoice you directly for the full amount: we cannot take payment for individual tents or other units. Final numbers must be agreed two weeks in advance of the event date.
62. The Customer shall pay for any loss or damage to any part of the estate, or to any fixtures, fittings and equipment which are caused by the Customer or guests or members of the wedding party.
63. Smoking is prohibited in all interior spaces at Owlpen Manor Estate. Smoking is only permitted outside, in designated areas. Guests must use the vintages provided to dispose of their cigarettes, cigars etc.
64. We operate a strict no-tolerance policy towards the use of illegal drugs. Anyone found to be abusing illegal substances shall face appropriate action. A responsible drinking policy will also be enforced.
65. Parking: suppliers and guests with limited mobility only can park next to the Cyder Barn. There is to be no parking by the Manor House. There is a designated parking area at the car park situated just off the lane leading to Peter's Nest and Woodwells Cottages. There is to be no parking on the verges at the holiday cottages: any resulting damage to landscaping or verges may be payable after the event.
66. Camper vans and motor homes are welcome, as long as they contact us first to register. You agree to be responsible for making sure they have the correct contact information. Owlpen Manor will inform them of all arrangements in advance. They may not park in the car park or next to holiday cottages, and they may not connect to power sockets on the estate.
67. Owlpen Manor operates a 7-day lost and found policy. Items found will only be held for that period of time. It is the guests' responsibility to check for all personal belongings prior to departure. Guests should check with the Estate Office in case of any missing items – these can be collected from the Estate Office within an agreed frame or can be sent to the guest at the guest's own expense.

68. Except in the case of death or personal injury, Owlpen Manor’s liability arising under or in connection with this agreement will not exceed the total amount payable to it under this agreement, and in no circumstances will Owlpen Manor be liable for any indirect or consequential losses. Any and all claims against Owlpen Manor (including its owners, their employees and agents) for breach of this agreement or for negligence or other breach of duty must be brought within 6 months of the date of the wedding failing which they will be time-barred. This agreement is governed by English law and the English courts have exclusive jurisdiction to determine all disputes that may arise in connection with it.

The deposit of £1,000, plus £540 where weekend packages are chosen or £270 when midweek packages are chosen, must be paid within seven days of receipt of the invoice. Payment by BACS transfer is acceptable only. Where payment by credit card is requested, an additional 5% charge is payable.

Name of Signatory.....

Name of Signatory.....

Address for  
correspondence.....

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Date of Wedding reception/Event.....

Agreed venue fee:.....

Please state here whether you opt for dry hire or a package choice:

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Signature/s.....

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Signature/s.....

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Date.....