

Mickleton Hills Farm Limited

Terms & Conditions for Wedding Hire

Here at Mickleton Hills Farm we have tried to make our terms and conditions as simple as possible. If however you have any questions please feel free to contact us prior to booking.

In paying the deposit and returning the booking form to us, you are agreeing to accept all the terms and conditions below.



BOOKING CONFIRMATION

To secure your booking please return your completed *Booking Confirmation Form* to us at info@mickletonhillsfarm.com. When we have received this along with your deposit payment via direct bank transfer, we will then officially confirm your booking.



VENUE HIRE PRICE

£8,000 (Including VAT)

Deposit: **£2,000**

A deposit of £2,000 must be paid to secure the booking. Payment of the remaining venue hire balance must be received in full via direct bank transfer to the account details provided, along with the completed *Wedding Detail Form*, no later than 8 weeks prior to the date of the wedding.

Total to Pay 8 weeks prior to wedding: **£6,000**



WEDDING PACKAGE

Our wedding package includes:

- *Exclusive use of the venue and wedding barns on the day of your wedding.*
- *The 'Wool Store' Honeymoon Cottage for the Thursday, Friday & Saturday nights.*
- *Exclusive booking ability for all four on-site cottages.*
- *Use of up to 15 x 6ft round tables, 1 x 3ft round cake table and up to 150 chairs for the wedding breakfast and ceremony*
- *Full use of the grounds for drinks reception, photos etc.*
- *Access to decorate the barn on the Thursday and Friday before your wedding.*
- *Full Yamaha sound system for background music and wireless microphones for speeches.*
- *Full commercial kitchen included for use by any caterer.*
- *Free choice of any band with full sound system for band set-up provided.*
- *Full bar stocked and staffed for day and evening celebrations.*
- *Adaptable lighting system in our Party barn, customisable to match your day.*
- *Licensed Barn for Civil Marriages and Civil Partnerships (additional hire fee)*





COTTAGES

Honeymoon Cottage included with a further 3 cottages available for friends and family.

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|-----------------|---|----------|---|----------------|
| Shepherd's Snug | - | Sleeps 2 | - | £180 per night |
| Lamb's Lodge | - | Sleeps 3 | - | £200 per night |
| Ewe Cottage | - | Sleeps 5 | - | £240 per night |

When ready to confirm cottage bookings please complete our *Cottage Booking Form*. We only take cottage booking instructions from the wedding couple, so we'll ask you to do this on behalf of your guests. This ensures the guests you have staying across your 4 day package are the ones you have chosen. Bookings will be confirmed once payment is received.

All cottages will be available for check-in from 1pm and must be checked out of by 12 midday.

The on-site cottages may not have their capacity exceeded due to fire regulations. The exception is travel cots for children under 5.

We do not allow inflatable mattresses or similar or for guests to sleep on the cottage sofas.

We are unable to offer a cottage turn-around or cleaning service during the course of a single wedding celebration. Cottages are available for use by one set of guests per wedding.

One full set of linen is provided per bed and a full set of towels are provided per booked guest. Secondary linen or towels are unavailable within the same stay.

Smoking and e-cigarettes are not permitted within our cottages or directly outside. We ask all guests to smoke within our walled stone courtyard, next to our red brick barn and to use the ashtrays provided.

An emergency fire door escape is located between Ewe Cottage and Lamb's Lodge. This must not be blocked and the door must only be used in an emergency. A continuous alarm will sound if this door is used which must be reset by the owner. No cots are able to be kept in the rooms adjacent to this door (the smaller double in Ewe Cottage and the single in Lamb's Lodge) so as not to impede exits.

Any malicious damage, staining from spillages or any damage beyond the level of fair wear and tear will be charged for. The wedding couple, as venue hirer, hold the ultimate responsibility for any costs as a result. The owners decision is final.

Gas or gas bottles may not be brought onto the premises and BBQ's are not allowed without prior consent of the owners.

We regret that the cottages are not pet friendly.

For the duration of your wedding celebrations we guarantee the cottages will be empty unless booked for members of your wedding party.

We are more than happy to deal with 'holiday' cottage rubbish. We ask couples to remove all other rubbish associated with the wedding and set-up themselves including decorations and packaging. This must not be left in the cottages.

Booking Couples are required to inform all cottage guests of relevant Terms affecting their stay.





THE VENUE

Your event must adhere to the following conditions laid out in the premises license of Mickleton Hills Farm Ltd, as per the licensing act 2003.

The wedding barns must be vacated and the farm must be vacated by all guests not staying in the holiday cottages by 00:30 the night of the wedding.

We require notice of the number of guests who will be onsite at your wedding to ensure that numbers do not exceed the maximum capacity as set by Health and Safety and Fire Regulations. Our maximum capacity is 150 (which includes children of any age). If guest numbers exceed the maximum capacity then the event will be terminated. No refund will be given in these circumstances.

Smoking and e-cigarettes are not permitted within our barns or the rear courtyards. We ask all guests to smoke within our front stone courtyard, adjacent to our red brick barn and to use the ashtrays provided.

Windows and doors must be kept clear of decorations and displays in order to allow a safe exit in the event of a fire.

All work to attach ceiling decorations must be carried out by a competent professional who must provide their own insurance. All lighting and electrical equipment brought in must be PAT tested. A hanging service is available for simple installations through Mickleton Hills Farm at a cost of £40 per hour, including 2 team members and ladder for pre-agreed installations only.

The wedding party must take every precaution not to damage property at Mickleton Hills Farm. The wedding couple will be responsible for any such damage caused to the property during the booking by guests, employees, contractors, or any other persons connected to the wedding celebrations hired or invited by the wedding couple.

The wedding couple will assure that nothing is affixed to the floors, walls, or ceilings by nails, screws, drawing pins, staples or such like that may cause a permanent mark or damage to the buildings or beam-work. Damage caused to the venue in such an instance will be charged. Where the couple are decorating themselves the *Rules for Visiting Florists & Decorators* must be followed.

No bouncy castles, fireworks, chinese lanterns, candles, smoke grenades, open flames, glitter, confetti canons, table crystals or similar, chewing gum or wax crayons are allowed on the premises. Sparklers may only be used when purchased through and supervised by Mickleton Hills Farm.

We welcome confetti. This must be bio-degradable and thrown outside in our stone enclosed courtyard, adjacent to our red-brick barn. No confetti or similar is allowed in other areas of the venue. We do not allow glitter or confetti canons to be used at any time.

The venue will be provided with the requested number of chairs and tables. Tables will be pre-set and dining chairs left at the side of the barn in stacks of 5. If a ceremony is booked chairs will instead be pre-set in the Grain Barn. Please note we cannot allow our tables and chairs to be used outside.

The function barns cannot be used for any purpose outside of the planned wedding day except for access to decorate, set-up and clear down. The barns must be cleared to their pre-hire state and all guests checked out by 12 midday, the day following the wedding. Mickleton Hills Farm Ltd reserves the right to apply a clearing charge to any areas not left as above.

All children must be supervised by a parent or guardian at all times including whilst using the play area and chess set



ALL SUPPLIERS

We welcome any supplier at Mickleton Hills Farm. Couples are free to book any supplier on our recommended suppliers list without consulting Mickleton Hills Farm. Any other supplier must complete our *Supplier Booking Form* and agree to any relevant rules prior to them being booked. We reserve the right to refuse any supplier prior to booking.

All suppliers must be covered by their own public liability insurance and all caterers must comply with all food safety standards and licensing. Copies of these must be supplied to Mickleton Hills Farm.

All recommended suppliers are offered by Mickleton Hills Farm as a reference only. Mickleton Hills Farm is in no-way connected to any supplier suggested on our website and couples must satisfy themselves fully before booking. No liability is accepted by Mickleton Hills Farm under any circumstances when booking a recommended supplier.

CATERERS

Caterers are solely responsible for all food served at Mickleton Hills Farm and any complaints over food poisoning or similar issues must be directed to the relevant caterer. Mickleton Hills Farm accept no liability for any such issues even if they impact or cut short your celebrations.

The kitchen area will be provided with fixed cooking equipment, preparation space and clear surfaces. Any utensils and loose equipment will need to be brought in by your own caterer.

Mickleton Hills Farm provides a maximum of 150 x chairs, 15 x 6 foot round tables and 1 x 3 foot round cake table. All linen, crockery, cutlery and glassware (including wine and champagne glasses for the meal and for toasting) we ask couples to source directly or through their caterer. We are happy to provide our high quality plastic bar glassware for your welcome drinks and drinks reception. Speciality and glass glasses must be provided by the couple if required. We only allow our bar plasticware to be used during evening celebrations.

The kitchen and venue must be fully vacated by 00:30 by your caterer and left in the clean and tidy condition in which it was found. This includes sweeping and mopping the floor. Brushes, mop and bucket are provided. We kindly ask all caterers to bring their own and use only septic tank friendly cleaning products.

Caterers are expected to take full control of the dining barn at all times. After the meal your caterer must remove all tableware, including glasses and empty bottles. All glasses in use at this point must be swapped to our bar plasticware by the caterers.

Staff food* for 5 x daytime staff must be provided by your daytime caterer for our team, available directly after mains are served to guests. Staff food* for 7 x evening staff must be provided by your evening caterer for our team. Please bear this in mind if you are providing your own catering. All recommended suppliers will provide this without charge and we ask this to be provided by caterers directly but in rare cases caterers may charge couples a nominal fee for these meals. Please discuss this directly with your choice of caterers. **This doesn't have to be the same food that is served to wedding guests, hot simple lasagne with a vegetarian option is common.*

All deliveries of hired equipment, tables, crockery, furniture etc must be delivered within couple's allowed set-up days and times. We are unable to greet companies outside of these times. Collections must be made on the Sunday between 9am and 12 midday or the Monday morning between 8am and 10am.

The kitchens and equipment may only be used by a competent professional who must provide their own public liability insurance.



MUSIC & ENTERTAINMENT

We have a music licence until midnight when music must finish.

We welcome all DJ's, live bands and musicians provided they play through our in-house speaker system. Please remember they must complete our supplier booking form prior to booking and agree to our *Rules For Visiting Bands, Musicians and DJs*.

The venue has a noise restriction notice, accordingly all recorded and live music must not be played above a decibel level set by Cotswold District Council. Live music can only be played outside if it is unamplified and outside music must finish by 8pm.

Our baby grand piano is available for hire at £120 inc VAT, (*not including pianist*). This will be professionally tuned for your wedding and fully mic'd to play through our in house sound system. This is booked within our *Wedding Detail Form*.

The doors to the venue must be kept closed after 11pm in consideration to our neighbours.



BAR & ALCOHOL

All drinks for your wedding must be purchased through Mickleton Hills Farm Ltd.

We operate a cash/card/contactless bar for your celebrations. You can put an amount behind the bar for your guests to enjoy if you would rather via a pre-paid bar tab within our *Drinks Order Form*. We keep our bar prices as low as possible so are unable to discount these further for pre-purchase. We ask you to confirm all bar tabs and pre-order drinks via our *Drinks Order Form* which must be returned no later than 2 weeks after your Wine Tasting event.

The premises are fully licensed. Service of alcohol must finish by 23:30. We do not allow any leftover wine to be handed out to guests once the bar has closed on the evening of your wedding.

Alcohol must only be consumed within the event space. No glasses of any kind are to be taken into our fields.

Drink purchased elsewhere may not be consumed at Mickleton Hills Farm on the day of the wedding.

We are unable to allow alcoholic beverages to be given as wedding favours unless these are purchased through Mickleton Hills Farm and served by a staff member.

There is a challenge 25 policy operating at the premises. Challenge 25 means that the holder of the premises license (Mickleton Hills Farm Ltd) shall ensure that every individual who visually appears to be under 25 and wants to purchase alcohol must produce identification, proving the individual is 18 years or older. The venue hirer should ensure all guests are aware of these terms.

Mickleton Hills Farm operates a zero tolerance towards alcohol and substance abuse. Anyone found in possession or under the influence of illegal drugs or substances will be reported to the police and asked to leave the premises.

We do not sell/provide hot drinks on our bar. Please feel free to discuss tea and coffee with your caterers. These must be served by your caterers within our Dining Barn.

Full bar team and evening security staff are provided by Mickleton Hills Farm. We cannot enable any self service of drinks.



CANCELLATIONS

Cancellation should take place in writing and must be dated. The customer cannot derive any rights from a verbal cancellation. The date on which the written confirmation of the cancellation is received will be considered the definite date of cancellation.

If you cancel your booking within 14 days of the date of booking a full refund will be given.

In the event of a cancellation past 14 days of your booking, the following charges will be made:

- Cancellation of a confirmed booking will result in the loss of the deposit paid.
- Cancellation of a confirmed booking with less than 6 months notice will result in the loss of the total payments made to date.

Mickleton Hills Farm Ltd reserves the right to cancel a reservation. In the unlikely event that your booking is cancelled, you will be refunded any advance payments including deposits, and Mickleton Hills Farm Ltd will have no further liability whatsoever. We will only have to cancel if any part of the venue is closed or unavailable due to events beyond our control, if you, or we, become insolvent, or in the case of a bankruptcy petition, or if the venue's premises licence is withdrawn.

Whilst we recommend the barns are not booked for less than 80 guests Mickleton Hills Farm does not operate a minimum guest policy. No refund or discount will be applied for days where fewer guests than expected are able to or do attend.

All outstanding payments must be settled in full before Mickleton Hills Farm is able to welcome your wedding day. Failure to settle balances within the timeframes given will result in you terminating the contract and cancelling your booking.



GENERAL TERMS

We ask all guests to enter and leave our premises at a speed of no more than 10mph. Guests must respect all public rights of way and must be aware of walkers, riders and animals passing through our farm. A public footpath and bridleway lead down our drive and across our back fields.

When leaving the premises all guests must be considerate to local residents and leave the premises as quietly as possible.

All cars are parked at the owners' own risk. Mickleton Hills Farm Ltd is not liable for any loss or damage caused to any vehicle whilst on site. All cars must be removed from the venue by 12 midday the day after the wedding.

All hirers and visitors accept full responsibility for their belongings, decorations and equipment when attending or setting-up an event at Mickleton Hills Farm. We accept no responsibility for any personal or commercial property brought to or stored at the venue.

We very highly recommend all hirers have their own wedding insurance in place.

Mickleton Hills Farm Ltd reserves the right to require a guest to leave if he/she is causing a disturbance, annoying other guests or staff or is behaving in an unacceptable manner.

The hirer agrees to be bound by all reasonable instructions of authorised representatives of Mickleton Hills Farm Ltd in relation to the conduct of the function and shall further ensure that any guests attending shall similarly follow instructions.

Complaints must be received in writing no more than seven days after the date of the event.

Mickleton Hills Farm reserves the ability to conduct accompanied wedding viewings of the barns with future couples on a Thursday and Friday outside of set-up hours offered.

Couples are welcome to arrive at Mickleton Hills Farm from 1pm on the Thursday before a Saturday wedding. The barns are available to couples for set-up and decoration from 1pm to 6pm on the Thursday, 10am to 6pm on the Friday and 9am to 12 midday on the Sunday. All guests including the wedding couple must check out and depart by 12 midday on the Sunday. Viewings as below may be conducted after 6pm on a Thursday and Friday evening.

Due to the high number of requests we are able to offer all booked couples a maximum of 2 opportunities (in addition to your wine tasting) to view the barns outside of your set-up days in order to meet with outside suppliers, plan through your day, measure for set-up, show family members etc. These viewings are subject to a maximum length of 90 minutes and during wedding season are welcomed on a Thursday morning or evening and Friday evening. The cottages may be unavailable for viewings due to occupation by the current couple. We ask that at all viewings photographs are taken for personal use only to respect the privacy of the setting-up couple's personal possessions and are not shared on any social media account or website. Viewings are unavailable on the Saturday due to the couple's private wedding day and Sunday and Monday due to the barns being turned around. The venue is closed Tuesday and Wednesday.

Mickleton Hills Farm has the right to use any photographs taken by the Mickleton Hills Farm team or wedding photographer (with their permission) of the venue set-up, decoration or displays. No photographs containing individuals or their likenesses e.g. photo displays will be used without the couple's permission.

Whilst the aesthetic of Mickleton Hills Farm is always kept to a high standard we are unable to guarantee the appearance of any crops or sheep for any wedding day due to the active workings of our farm.

