

Agreement for the provision of services at Notley Abbey

Date of wedding/event	<i>Saturday 28th August 2021</i>	Season	<i>High</i>
Booking includes Night Before from 6pm?	<i>NO</i>	Minimum adult guests	<i>100</i>
Special arrangements		Civil Ceremony	<i>Civil Wedding</i>
Please specify who is signing this contract: Bride and Groom or Other			

The Client (jointly and severally)			
Bride Name	<input type="text" value="Sophie"/> <input type="text" value="Ruggiero"/>	Groom Name	<input type="text" value="Luke"/> <input type="text" value="Benson"/>
Address	Address 1: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> Post Code: <input type="text"/>	Address	
Contact Number	<input type="text" value="07765033558"/>	Contact Number	
Email	<i>lukebenson86@aol.co.uk</i>	Email	

Anticipated numbers and packages (note please our minimum numbers for billing on certain days)

	Reception		Main banquet				Extra for Evening function	
	Adults	Under 18s	Over 17	16-17	13-15	Under 13	Adults	Kids
Numbers	113	3	113	0	0	3	32	0
Accommodation	All the bedrooms are reserved for you and your guests and the minimum number quoted in this planner must be paid for.							
Total estimated cost excluding accommodation:	£28,334.88	Approx. Avg. PP	£250.75	(day guests only)	including accommodation	£30,143.78		

Please note that your booking will be subject to the terms and conditions reproduced below and sign and date the contract at the bottom. Payment of your confirming deposit signifies your acceptance of these terms and conditions and that you have read this contract and noted any advice herein. Please initial each paragraph where indicated to evidence that you have understood and accepted that item.

Minimum numbers for this date (adults for main banquet): 100

Any special arrangements which were agreed at the time of your booking will be noted here or may be evidenced in the calculations within this Event Planner. Please note that these apply only on the basis of the original quote made and may not be applicable in the event of a change of date or guest numbers.

Accounts use:	Instalment payments will be	£ 7,083.72	Your Ref:	NA280821
Payment Details	Please make all payments by online transfer (or call us to pay by debit card) to: The Prowess Partnership Yorkshire Bank Sort code 05-04-70 Account number 61397757 IBAN GB05YORK05047061397757 BIC YORKGB21470 quoting your reference shown above.			

Terms and Conditions for functions at Notley Abbey**Numbers**

Minimum numbers required are specified on our pricing schedule unless otherwise agreed in writing. When completing the anticipated numbers on this contract, please make a realistic estimate of your guest numbers.

Guests under the age of 18

You hereby agree to ensure that parents or specific designated people will be responsible for all guests under the age of 18 attending and that you will notify us of all such guests and their ages on the day.

Cancellation charges.

Due to the specialist nature of our exclusively weddings business, the exclusive use of the premises that is inherent and the advance booking period and specific dates usually looked for by clients, in the event that this booking or any part of it is cancelled you will be liable for a percentage of the total cost of your booking calculated on the numbers stated in the table above. The relevant percentage cancellation charge is 20% if cancellation occurs more than 15 months ahead of your wedding date, 50% if greater than 12 months but less than 15 months and 80% if cancellation occurs less than 12 months ahead of the wedding date. This is because as soon as you book a date we commit to you to turn away other couples who are also looking for that date and therefore if your event is later cancelled there is a direct opportunity cost to our business as a result of the other potential booking(s) that we have had to turn away. Should you need to cancel then we will endeavour to resell your date and return as much to you as possible but this will be net of any offer or discount that we may have to agree in order to secure a replacement booking. Once your booking is confirmed the deposit is not refundable except under the conditions stated below. We do strongly recommend that you take out wedding insurance that will cover your cancellation charges if cancellation is the result of something beyond your control. This booking is non-transferable.

Please initial here that you have read and understood this paragraph	<input type="text"/>
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Insurance cover

Given the extended period between making this reservation and the day itself we **strongly advise you** to take out adequate insurance cover.

Please initial here that you have read and understood this paragraph	<input type="text"/>
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Payment Schedule

You are committed to pay the following:

Due Date	Item	Amount
To reserve a date	Reservation deposit	£ 500
On booking	Confirmation deposit	£ 1500
9 months prior*	1st Instalment*	25% estimated total
6 months prior*	2nd Instalment*	25% estimated total
3 months prior*	3rd Instalment*	25% estimated total
2 weeks prior	Final balance & accommodation	To estimated total
14 days post	Any adjustments	Balance

Please note that final guest numbers for the event and all services required must be agreed and paid for by a fortnight prior to the event. Any reduction in numbers or change in services required cannot be allowed for post this date.

* Bookings made within nine months of the day (or those who choose to pay by monthly instalment by direct debit) should pay the instalments in the amounts and on the dates that are specified on the invoice (Detailed Quote).

Please initial here that you have read and understood this paragraph	<input type="text"/>
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Payment by debit/credit card

While we do accept debit cards we do not accept credit cards except for payments over the bar.

Damages or loss of property

Any damages caused by guests are the clients' responsibility. Clients and their guests are responsible for their own property and we do not accept any responsibility for such items.

Please initial here that you have read and understood this paragraph	<input type="text"/>
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Publicity

You agree that the Owners may use photographs of the event in their publicity material, online or offline, to the extent that such photographs are not protected by copyright by any other person.

Force Majeure.

The Owners shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

Deposit

The initial reservation deposit of £500 and booking confirmation deposit of £1,500 are both non-refundable if the booking is cancelled by you although they will be refundable if this booking is cancelled by ourselves except as a result of your failure to pay the instalments as referred to above. Except in the event of a cancellation, these deposits will be refunded after the function, subject to any comments above that may apply. **Payment of your booking confirmation deposit is deemed as your acceptance of our terms and conditions as detailed herein.**

Extent of this Agreement.

This agreement defines the agreement between The Prowess Partnership (t/a Bijou Wedding Venues), (defined as the Owners) and the Client. All services to be provided by the Owners and actions by the Client, any guests of the Client or any sub-contractor employed by the Client are as documented herein. Any actions by the Client, any guests of the Client or any sub-contractor employed by the Client that occur during the day which have not been agreed in advance within this agreement are not authorised and the Owners may, in their absolute discretion, stop such actions immediately and without reference to the Client and make such claim for payment or other recompense as deemed appropriate by the Owners.

Signed	<input type="text"/>	Date	23-08-2019
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