

Weddings at Elizabeth Gaskell's House Terms & Conditions



Thank you for deciding to hold your wedding at Elizabeth Gaskell's House.

Between: The Gaskell House Trading Ltd ("GHT")

and

("The Participants")

Date and time of wedding: _____

Terms of Payment

Deposit

To secure the date we require from The Participants a deposit of 50% of the cost. This must be paid within 7 days of you signing and returning this agreement, to secure your chosen date.

***The deposit is non-refundable or transferable from 6 months before the booked date . There will be a cancellation fee 10% of the agreed fee if a cancellation is made more than 6 months before a booked date**

Card Details

We require credit or debit card details to cover any extra costs incurred to Elizabeth Gaskell's House (no monies will be taken without prior notification to you).

Card Number: _____

Start Date: ____/____/____ Expiry Date: ____/____/____ Security Code: _____

Payment Dates

1 month prior to the agreed date for the wedding *we require your final balance of £ payable no later than* _____ (date)

Final numbers and event arrangements are due 1 month before the event at the same time as this final payment (no exceptions). Any additional agreed payments will be taken from your credit card or debit card on the day unless payment is made by cash. No reduction in agreed fees will be paid because of a reduction in numbers after this final balance payment.

Cancellation

Amendments and Cancellation by the Client

Once a date is booked it is non-transferable (unless the cancellation fees are paid in full). In the unfortunate circumstance that you do have to cancel or postpone your event, the following charges will apply (this will be taken from your card details provided):

Elizabeth Gaskell's House
84 Plymouth Grove, Manchester, M4 9LW
0161 273 2215
enquiries@elizabethgaskellhouse.co.uk

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Period of Notice:

Earlier than 6 months before wedding

Within 6 months of the wedding
Less than 1 month before the wedding

Charge:

10% of full hire charge

The 50% Deposit
Full hire charge

Amendments and Cancellations by Elizabeth Gaskell's House

Elizabeth Gaskell's House reserves the right to cancel any booking, without any responsibility on its part, if the booking may, in the reasonable opinion of the GHT, prejudice the reputation of Elizabeth Gaskell's House.

In the event of an occurrence beyond the reasonable control of GHT preventing a wedding, on the agreed date, either in an agreed room or in the house at all, we will seek to provide an alternative room or date (as the case may be), but if this does not prove practical both parties agree that the deposit will be repaid and no further compensation will be payable to the Participants or anyone else connected to or with them because of the cancellation.

Event Timing/ Duration

The client agrees to begin the function and vacate the house at the scheduled times. If a function should go beyond the scheduled finishing time, GHT reserves the right to impose a charge for each hour or part thereof that the house is occupied. The costs will be £250 per hour.

All music, dancing and alcohol sales must finish at 11pm.

All items must be removed from Elizabeth Gaskell's House by agreement but no later than 11am the next day. As we are in a residential neighbourhood it is important that we give consideration to local residents when any equipment is removed.

Insurance

Elizabeth Gaskell's House will not accept any responsibility for loss of, or damage to, any equipment or merchandise left on the premises or other property in the house prior to, during, or after the event. It is the responsibility of The Participants, if they wish to do so, to arrange security and insurance for all items belonging to them for the period those items are in the house

GHT strongly recommends that private wedding insurance is purchased by the participants to cover them against the unexpected.

Damages

The Participants are financially liable for any damages sustained to the buildings and contents, grounds and gardens, whether through their own actions or through the action of the clients appointed sub-contractors or invited guests. The cost of replacement / repairs will be taken from your credit/debit card details; in such circumstances, you will be furnished with an invoice.

Please note that nothing is to be nailed, stapled, screwed, taped or otherwise fixed to the house walls, doors, or any other surfaces that are part of the house. Items cannot be adhered to any surfaces unless the house management gives prior authorisation.

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Suppliers

GHT will require details of your chosen suppliers prior to the event so that they can be pre-approved and reserves the right to refuse any supplier from working within the house. It is the responsibility of the client to brief suppliers to the terms and conditions in relation to damages. **All items from suppliers must be removed by agreement with GHT by no later than 11am the following day.**

Food and Drink

Responsible Service of Alcohol

The GHT staff have a duty of care to serve alcohol to all guests in a responsible and professional manner. Therefore, our staff will, where appropriate and at our discretion, cease the service of these beverages as deemed necessary.

The sale of alcohol must finish at 11pm as specified within the licencing conditions at Elizabeth Gaskell's House, unless permission has been sought and granted to extend the licence. Any such extension would have to be agreed by GHT with the licensing authority in advance and an additional licence fee paid in advance where such an extension is granted

If requested and agreed in advance, GHT can offer a bar service at no additional charge providing a minimum of £100 is spent at the bar. Where a bar is requested and this sum is not spent, the balance will be deducted from your credit or debit card. A variety of wines, beer, cider, prosecco and soft drinks (including tea & coffee) are available as standard. Additional drinks can be pre-arranged with the house management subject to availability. An additional administrative fee may be payable in such a circumstance depending on the requirement. (This will be taken from the card details we have on file where agreed).

The only drinks permitted in the period rooms are white wine and champagne. Other drinks must be served and consumed in the hall, morning room or in the basement of the house. Alcohol cannot be served or consumed outside the house.

Food

All food must be prepared "off-site" or in the kitchen to Elizabeth Gaskell's House. Food may be served and consumed in the following area; the Tea Room, the Servants Quarters or the Coach House.

Guests

Behaviour

Inappropriate or threatening behaviour will not be tolerated from any guest. The perpetrators will be asked to leave immediately, and will not be permitted to return to the building. If they pose a threat to the staff or to the property, the police will be called.

Smoking

Pipes, cigars, cigarettes and other smoking paraphernalia (electric or otherwise) are strictly prohibited inside the building. Please note, our fire alarms are very sensitive, and should the fire service be called out (an automatic response) because of guests smoking the fee will be passed on to yourselves. There is a courtyard at the back of the house where smoking will be permitted. Please adhere to the guidance in this area concerning smoking

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Confetti

As a historic building opened to the public and maintained by volunteers we are unable to allow confetti to be thrown within the grounds of the house and garden. Please advise guests of this restriction.

I/we have read and understood the above terms and conditions, and confirm I/ we will abide by, and agree with the terms and conditions set out herein.

Name(s): _____

Signed: _____

Date: _____