RHS GARDEN ROSEMOOR

Civil Weddings at Rosemoor 2012 & 2013

Terms and Conditions

When booking a Civil Wedding Ceremony, Reception or Evening Party at RHS Garden Rosemoor the following terms and conditions apply:

Provisional booking: May be made in person or by telephone with our Wedding Coordinator and will be held for a maximum of two weeks. Should there be other interest in the date during this two week period then you will be contacted. If confirmation and/or deposit are not received within that period, the RHS will deem the booking cancelled and remove details from its records without prior notification.

Payment schedule: Once a booking has been made it must be confirmed in writing and accompanied by a non-refundable, non-transferable deposit of £500. Cheques should be made payable to **RHS**. An invoice for the balance of the account will be issued for immediate settlement 21 days before the date booked. This should be made by Bank or Building Society Draft, cash or credit card. The RHS reserve the right to refuse entry in the event that payment has not been made within this time frame. Any additional costs incurred after this time will be invoiced after the event for immediate payment.

Cancellation: In the event of cancellation of any booking the hirer shall pay the RHS cancellation fees, calculated as follows:

- The total charge for the event, if notice of cancellation is received less than 28 days prior to the event.
- 75% of the total charge if notice of cancellation is received between 4 weeks and 12 weeks prior to the event.
- 50% of the total charge if notice of cancellation is received between 12 weeks and 24 weeks prior to the event.
- In the event of cancellation, the RHS must receive notification in writing and sent by Recorded Delivery.

In addition:

- All cancellation fees payable for goods and/or services which have been arranged and/or contracted by the RHS at the request of the hirer.
- In the event that the RHS is able to re-let the date, the RHS, at its discretion, may refund a proportion of any fees paid to it in connection with the cancellation.
- The RHS recommends that you take out Wedding Insurance to cover any costs incurred should you have to cancel your wedding.

Numbers: The final number of guests attending a function must be submitted to the RHS no later than 14 days before the function. Our Terrace Marquee has a maximum capacity of 250 people for a sit-down meal.

Access: Hirers may have access to Rosemoor Garden by arrangement, prior to the event, at a time and for a duration specified by the RHS. Functions at Rosemoor will finish by midnight (Thursday, Friday or Saturday nights only) unless by prior arrangement, which is at the discretion of the RHS. An additional charge of £150 per hour will be incurred for functions continuing after midnight.

Personal Liability: Persons attending any event at Rosemoor do so at their own risk and on the strict understanding that the RHS do not accept any liability for death, personal injury, damage to or loss of property incurred on site no matter how caused. The hirer will be held responsible for any damage caused to Rosemoor Garden as a direct result of negligence by the hirer, their guests or their Contractors. The RHS reserve the right to terminate the function at their discretion in the event of damage being caused or likely to be caused.

Services: Whilst every endeavour is made to provide the services paid for, the RHS does not hold itself liable for any inconvenience, loss or damage arising from cancellation of those services. If it is obliged, by circumstances beyond its control, to cancel a booking it will refund any monies paid but can offer no further compensation.

All Prices quoted are subject to VAT charged at the current rate

RHS Garden Rosemoor, Great Torrington,
Devon. EX38 8PH
T: 01805 626800 E: rosemoorweddings@rhs.org.uk W: rhs.org.uk

Registered Charity No. 222879/SC038262

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VAT: All prices quoted are subject to VAT at the current rate.

Conduct: You, your guests and any third parties shall not act in any improper or disorderly manner. The RHS reserves the right to refuse entry to any person acting inappropriately, as deemed by the RHS's representative. All children must be under adult supervision at all times. Please note that no dogs except Assistance Dogs are allowed in the Garden at any time.

Cleaning: The hirer must remove all of their property (and ensure that that of any third party contractors engaged) immediately at the termination of the event, unless by prior arrangement.

Review of Fees: The RHS reviews its Facility Fees annually during the Autumn and these come into force on 1st January of the following year.

These conditions and the booking confirmation letter constitute the entire agreement between the parties and supersede any previous agreement and may not be varied except in writing between the parties. Please sign and return one copy of these terms and conditions to our Wedding Team after you have checked that your preferred date is available.

I confirm that I have read and agreed to the above Terms and Conditions:

Name: . . . . . Date of Event: . . . . . .

Address: . . . . . .

. . . . . .

Telephone: . . . . . E-mail . . . . . .

Venue requested: . . . . . .

Signed: . . . . . Today's Date: . . . . . .

The use of the premises and facilities is restricted to the specific facilities, dates and times specified in the confirmation letter. Please be aware that Rosemoor Garden is open to the Public every day between 10am and 6pm and so it is therefore not possible to exclude any members of the public from specific parts of the Garden during this time.

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