



Venue Booking Form - Contract Details

Contact information

Name:	Name:	
Address:	Email:	Telephone:
	Email 1:	No. 1:
	Email 2:	No. 2:

Details of your wedding

Date of wedding:	
Approx guest numbers:	Day: Evening:
Ceremony area or address (e.g. PV/LL or Church):	
Ceremony start & duration:	
Notes/Special Terms (if applicable):	

Please contact Registrar's Office on 01482 393570 to book your chosen date and time:

Charges

Venue:	£
Ceremony area fee:	£400
Evening DJ (£400)	£400
TOTAL PRICE	£



You will be responsible for paying the charges referred to above in full accordance with the Oaklands Wedding Venue Booking Form and Oaklands Wedding Venue Booking Terms & Conditions.

Additional charges may also be made in certain circumstances, as set out in the Oaklands Wedding Venue Booking Terms & Conditions including (in the event of cancellation) the cancellation charges described in paragraph 41.

Payment terms:

£1000.00 deposit payable on submission of this Wedding Venue Booking Form.

£2000.00 payable twelve months prior to the date of your wedding.

Your final balance is due twelve weeks prior to the date of your wedding.

Acceptance and signatures

This contract is made up of the Oaklands Wedding Venue Booking Form and Oaklands Wedding Venue Booking Terms & Conditions attached.

By signing below, you and we confirm acceptance of this Oaklands Wedding Venue Booking Form, together with the Oaklands Wedding Venue Booking Terms & Conditions attached.

Please return to:

Oaklands
East Yorkshire Farms Limited
Rotsea Carr Farm
Cranswick
East Yorkshire
YO25 9QG

Please sign:

Signature:	Signature:
Name:	Name:
Date:	Date:

Signed on behalf of East Yorkshire Farms Limited t/a Oaklands

Signature:
Name:
Date:

Payment details:

Bank details	Cheques
East Yorkshire Farms Limited Sort Code: 60-02-23 Account: 71918450	Please make cheques payable to: East Yorkshire Farms Limited

Oaklands Wedding Venue Booking Terms & Conditions

The Terms listed below will apply to your wedding venue booking with Oaklands. Please therefore read them carefully and let us know if you have any questions before you sign a Wedding Venue Booking Form with us.

Who the contract is between

1. Your contract is with us ("Oaklands"), East Yorkshire Farms Limited, (an English registered company with number 07728989), and 'Oaklands' is a trading name of East Yorkshire Farms Limited. Our trading address (which is used for all correspondence) is Oaklands, Rotsea Carr Farm, Rotsea, Cranswick, Driffield, East Yorkshire YO25 9QG. Our email address is hello@oaklandsweddings.co.uk.
2. You, the wedding couple named in the Wedding Venue Booking Form, are both parties to the contract with Oaklands to hold your wedding at the Grand Lodge at Oaklands ("the Venue"), and supply of the associated Wedding Package (as defined in paragraph 7). If only one person is making the wedding booking, that person confirms that s/he has the authority to make the booking on behalf of both persons intending to be married. (Note: when we refer to "wedding" in these Terms, we mean a wedding or a civil partnership).
3. We are happy for third parties (such as a family members) to make payments to us on your behalf towards the cost of your wedding, but please note that unless we agree otherwise in writing each of you (the wedding couple) are legally responsible for making all payments due to us under the contract by the relevant due date(s).

Making a booking & paying the deposit

4. If you want to book your wedding with Oaklands, you will need to return your signed Wedding Venue Booking Form and pay us the required deposit of £1,000. Payments can be made in cash, by cheque or via electronic payment as set out in the Wedding Venue Booking Form. Please note that your deposit will not be refunded if you subsequently cancel a confirmed booking more than 14 days after your booking is accepted (see paragraphs 40 and 41 below for further details).
5. When you sign and submit the Wedding Venue Booking Form to us, this does not mean that we have accepted your booking. Acceptance of your booking will take place when we confirm to you in writing (which could be handed to you in person, or sent via the post or by email) that we are able to provide you with the Wedding Package, at which point a contract will come into existence between you and us. If for any reason we are unable to accept your booking after you have signed and submitted a Wedding Venue Booking Form to us, you will be informed of this in writing, and your deposit (if any has already been paid) returned, and we will not then process your booking.
6. We may agree to let you make a provisional booking, but this is not legally binding on either you or us unless and until a contract is entered into in accordance with paragraph 5 above. Provisional bookings are valid for a maximum of 3 days and after this period will lapse without further notice to you.

Your Wedding Package

7. The Wedding Package includes:
 - a) Exclusive use of the Venue for one full day (from 9am until midnight) on the date of your wedding (the "Hire Period")
 - b) All furniture and glassware
 - c) Tasteful furnishings and lighting throughout
 - d) Use of our in-house projector and screen to play your wedding slideshow
 - e) Support from our wedding team offering practical advice throughout
 - f) Two planning meetings with your dedicated wedding manager
 - g) Master of Ceremonies to conduct proceedings
 - h) A team to support your wedding on the day
 - i) Use of entertainments manager to conduct your daytime music, plus evening DJ (at an additional cost)
 - j) Access to a range of suitable suppliers and useful information via our online planning portal.
8. Certain details of your Wedding Package (for example, the exact numbers of guests to be catered for and the menu for meals) may be finalised with you in the period leading up to your wedding, as set out in these Terms & Conditions.
9. As part of your Wedding Package, the Venue will be hired exclusively to you, for the Hire Period. This means that we will not have another wedding party booked at the Venue at the same time as you.
10. Subject to paragraphs 39 to 42 (inclusive), Oaklands grants you a right for the Hire Period to enter and use the Venue for your wedding in accordance with these Terms & Conditions. You acknowledge that Oaklands retains control, possession and management of the Venue and you have no right to exclude us from the Venue. Oaklands reserves the right to enter the Venue at all times during the Hire Period, including to supply the Wedding Package to you.

Accommodation

11. Accommodation Lodges at Oaklands are available for the use of the wedding couple and their guests and can be booked separately through our website.
12. It is not permitted for you or your guests to sleep at the Venue, including in vehicles, touring caravans, motorhomes or by pitching tents.

Food and drink

13. Unless we agree with you in writing otherwise, only food and drink (including but not limited to wine, spirits or beer) supplied by us may be consumed at the Venue, both during the Hire Period and at any other time.

Your guests and your agreement with us

14. You must comply with, and use your reasonable endeavours to ensure that your guests comply with, all regulations concerning licensing, fire, health & safety and also our reasonable instructions intended to ensure safety of property and/or people at the Venue.

15. You agree and undertake to us:
 - a) not to use the Venue other than for your wedding;
 - b) not to do or permit to be done anything on the Venue which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to Oaklands or to any other customers of Oaklands, or any owner or occupier of neighbouring property;
 - c) to comply (and ensure that your guests comply) with these Terms & Conditions and any instructions or notices from Oaklands, and use reasonable efforts to ensure that any guests or other persons present at the wedding so comply;
 - d) to permit Oaklands to search all containers, bags, boxes and equipment coming into or leaving the Venue, including those brought onto the Venue by guests during the Hire Period;
 - e) not to use or permit to be used hazardous or dangerous items (for example fireworks, Chinese lanterns) – these are strictly forbidden and so may not be used at the Venue;
 - f) not to cause or permit to be caused any damage to the Venue, including any furnishings, equipment or fixtures at the Venue;
 - g) not to smoke or permit smoking (including e-cigarettes) anywhere in the Venue;
 - h) not to fix any bolts, nails, tacks, screws, adhesives, tape or other such fixing devices to the walls or fabric of the Venue;
 - i) not to display any advertisement, signboards, flag, banner, placard, poster, signs or notices at the Venue without the prior written consent of Oaklands;
 - j) not to alter, move or interfere with any lighting, heating, power, cabling or other electrical fittings or appliances at the Venue, or install or use additional heating, power, cabling or other electronic fittings or appliances without the prior written consent of Oaklands;
 - k) to leave the Venue in a clean and tidy condition and to remove your decorations, displays and any other equipment from the Venue at the end of the Hire Period;
 - l) to ensure that all guests leave the Venue by 1am; and
 - m) not to bring or permit to be brought any animal onto the Venue without the prior written consent of Oaklands, with the exception of assistance dogs within the meaning of the Equality Act 2010.
16. The Venue's grounds include a lake which could present a danger to guests, particularly children. Please ensure that your guests adopt sensible health & safety practices (and comply with all notices and published rules regarding the lake) at all times.
17. You must provide your guests with such information as we may reasonably request regarding arrangements to be followed at the Venue (for example, in relation to car parking, security of possessions, use of facilities and matters referred to in paragraphs 14 to 16 above).
18. We reserve the right to stop any activity which we reasonably believe is likely to cause any damage to the Venue, or our equipment, contents or fittings, or which risks the safety of any people at the Venue.
19. You shall ensure that the guests behave in a responsible and safe manner at the wedding, and we reserve the right to remove or request that you remove guests that do not do so from the wedding and the Venue.

Guest Numbers

20. The Wedding Venue Booking Form indicates the guaranteed minimum number of guests attending the wedding.
21. You shall confirm the final numbers of guests at least 12 weeks before the wedding. Charges for the Wedding Package will be calculated on the final catering numbers (where applicable) or the number actually attending, whichever is the greater.
22. Where applicable, special dietary requirements should be notified to us no later than 30 days before the wedding. Provision of special dietary requirements is included within the Charges.
23. You must also provide us, by the dates we may reasonably request, any other information we ask for (such as your final choice of menus (where applicable)) so that we may finalise the details of your Wedding Package and its price.

Your Property

24. You must ensure that you and your guests take care of all property and valuables which are brought into the Venue, and you are responsible for taking appropriate security precautions and having appropriate insurance cover in place as (unless we are negligent) we will not be liable to you for any loss or damage to them.

Damage to Oaklands

25. You will be liable to pay us for the costs of any and all loss or damage which you or any of your guests cause to the Venue, our equipment, contents or fittings (including any such items we make available for your use).

Music, entertainment & third party suppliers

26. If we provide details to you of third party suppliers, these are intended to help you in arranging other services to be provided in connection with your wedding. If you do engage any such third party suppliers, we accept no responsibility for their performance of services and you should take up any complaints with them directly. You are also responsible for paying their charges directly.
27. It is your responsibility to ensure that any third party supplier you engage undertakes appropriate risk assessments and obtains suitable public liability insurance for all activities conducted, and complies with the requirements of the Performing Rights Society and other relevant rights holders, and with all applicable legal requirements. Details of their compliance with the foregoing must be provided to us upon request.

28. We may require that you only engage certain pre-selected third party suppliers (such as for example caterers, music providers) for logistical, legal and safety purposes, in which case we will notify you of this. Where you engage your own suppliers, we reserve the right not to allow into the Venue any supplier who do not meet our requirements intended to ensure the safety and welfare of property and people at the Venue, and applicable legal requirements. In particular, we must approve any arranged music, entertainment, services or activities which are organised by third party suppliers.
29. You must ensure that all live music finishes by 10.30pm, and that all other amplified music finishes by 12pm (midnight) on the date of your wedding.

Registrar

30. It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before submitting your Wedding Venue Booking Form to us, we advise you to do so as soon as possible after you have received our confirmation of booking.

Wedding Package Price & payments

31. Subject to any changes of the kind referred to in these Terms & Conditions, the amount payable for your Wedding Package will be as set out in the Wedding Venue Booking Form.
32. If any elements of the Wedding Package listed in the Wedding Venue Booking Form are not fixed (for example, because they depend upon the final number of wedding guests you have as detailed in paragraph 21), then final price will be determined in accordance with the Wedding Venue Booking Form (for example, the charge “per head” for meals) or as otherwise agreed with us (for example, we will charge you for any “extras” not set out in the Wedding Venue Booking Form which we agree to provide to you, including additional food, drink or other services).
33. We will invoice you for the second instalment of the price of your Wedding Package approximately 12 months before the scheduled wedding date. Unless stated otherwise in your Wedding Venue Booking Form, this second instalment is £2,000.
34. We will invoice you for the total price of your Wedding Package (less any deposits, instalments and other amounts already paid to us) approximately 12 weeks before the scheduled wedding date.
35. You must pay each of our invoices in full no later than 7 days from the date of invoice to our bank account, details of which are stated in the invoice.
36. All prices are inclusive of VAT. However, if the rate of VAT changes between the date the contract is formed and the date of your wedding, we will adjust the VAT you pay (and hence the overall price of your Wedding Package), unless you have already paid for your Wedding Package in full before the VAT rate change takes effect.
37. If you fail to make any payment due to us by the due date for payment, then, without limiting our remedies under paragraph 42, you shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause will accrue each day at 4% a year above the Bank of England’s base rate from time to time, but at 4% a year for any period when that base rate is below 0%. Changes to the Venue and/or your Wedding Package
38. We will use reasonable endeavours to avoid altering any elements of your chosen Wedding Package. However, as the Wedding Package is normally put together a long time before your scheduled wedding, we may have to alter certain elements if necessary to comply with safety requirements, changes in law or regulations or (provided they are minor, do not increase the price, and we are confident they will not be to the detriment of your overall wedding experience) where required due to changes with our suppliers or how we operate. We also reserve the right to correct any error or omission in information or materials issued by us, and to make routine changes to Oaklands, our outdoor areas and features from time to time. We will notify you of any significant changes, but unless the change is one which is likely to be fundamentally to the detriment of your wedding experience, you will not be entitled to any refund or compensation.

Cancellation of your wedding booking by you

39. If you want to cancel a confirmed booking, you must do this in writing (by delivering a letter to us via first class post, or by emailing us), using our contact details referred to in paragraph 51 below. Your cancellation notice must include your names, the scheduled date of your wedding booking, and your current contact details (including your address) for us to respond to you. Cancellation by you within the initial 14 days (with no cancellation charges)
40. No cancellation charges will be payable (and you will be entitled to a full refund of your deposit) if we receive written notice from you cancelling your wedding booking within 14 days of the date of our written confirmation that your wedding booking has been accepted (as to which see paragraph 5 above). In calculating this, the 14 day period will start on the day after the date of our written confirmation. Cancellation by you after the initial 14 days (and applicable cancellation charges)
41. Unless you cancel within the initial 14 day period referred to in paragraph 40 above, you must pay us cancellation charges within 20 days of our invoice determined by reference to the table below, the amount of which varies depending upon when you cancel prior to the scheduled date of your wedding, based upon the Wedding Package price. Where the final Wedding Package price has yet to be finalised (for example, because you have not yet confirmed final guest numbers), we will calculate the cancellation charges based upon any indicative or minimum numbers set out in the Wedding Venue Booking Form.

Period before scheduled wedding date	Cancellation charge
More than 12 months	Your deposit (i.e. non refundable in all cases)
More than 6 months but less than 12 months	Your deposit plus 25% of the balance of the total Wedding Package price
More than 3 months but less than 6 months	Your deposit plus 50% of the balance of the total Wedding Package price
More than 30 days but less than 3 months	Your deposit plus 75% of the balance of the total Wedding Package price
Less than 30 days	Your deposit plus 90% of the balance of the total Wedding Package price

NOTE:

The above cancellation charges are designed to compensate us for losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into. We will use reasonable endeavours to “re-sell” your cancelled wedding booking date to another couple, and if we are able to do so then we will recalculate the cancellation charge at our discretion and notify you of the reduced cancellation charge payable (and, where appropriate, we will refund part of the cancellation charges you have already paid).

NOTE:

You have no additional statutory right to cancel the contract under the Consumer Contracts Regulations 2013 as the contract is for the supply of catering or services related to leisure activities and provides for a specific date of performance (regulation 28(1)(h), Consumer Contracts Regulations).

Cancellation by us

42. We reserve the right to cancel your booking without liability to you (and without any obligation to refund your deposit) if:
- a) you do not pay us the balance of your Wedding Package price by the date due for such payment; or
 - b) we have reasonable grounds to believe that you may not pay us the balance of your Wedding Package price by the due date, and we have requested you to explain the position and you have not done so satisfactorily; or
 - c) we discover, before you have paid the balance of your Wedding Package price, that you have deliberately concealed information, or deliberately given us incorrect information, about your intended wedding in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking; or
 - d) we have reasonable grounds to believe that your behaviour or that of your guests at the wedding is likely to result in damage to Oaklands or to our property and/or injury to people.
43. If we cancel your booking under paragraph 42, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell your cancelled wedding booking date. Depending on when we cancel, the cancellation charges you must pay will be determined by reference to the table set out under paragraph 41 above.

Events outside our control

44. Except as set out in this paragraph 44, we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by an event outside our reasonable control (such as serious damage to the Venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practicable. If, as a result of such events, we believe we have no alternative but to cancel your booking, we shall use reasonable endeavours to help you find an alternative venue of a similar standard for a similar price but our sole liability to you shall be to refund you any money you have already paid towards your Wedding Package.

Our responsibility for loss or damage suffered by you

45. If we fail to comply with these terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us.
46. Nothing in these Terms & Conditions excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.
47. Subject to paragraph 46, our total liability to you shall not exceed the total price of the Wedding Package paid by you.

If you have a complaint / Your legal rights

48. In the event that you have a complaint with us or our services which you wish to raise with us:
- please contact us and tell us as soon as reasonably possible;
 - please give us a reasonable opportunity to rectify any problem where this is possible; and
 - we will where appropriate use every effort to rectify a problem as soon as reasonably practicable so it does not fundamentally affect your wedding experience.

As a consumer, you have legal rights in relation to services not carried out with reasonable skill and care, or which are faulty or not as described. Advice about your legal rights is available from your local Citizens' Advice Bureau or Trading Standards office. Nothing in these Terms will affect these legal rights. We may transfer this agreement to someone else

49. We may transfer our rights and obligations under these Terms & Conditions to another organisation. We will always tell you in writing if this happens and we will ensure that the transfer will not affect your rights under the contract.

You need our consent to transfer your rights to someone else

50. You may only transfer your rights or your obligations under these Terms & Conditions to another person if we agree to this in writing. Contact details and communications

51. All written communications by you to us must be sent by first class post to our address listed in paragraph 1 above, or by email to hello@oaklandsweddings.co.uk (or to such other address that we may notify to you). We may send written communications to you at either the email or postal address set out in the Wedding Venue Booking Form (or any other address which you provide to us). Which laws apply to this contract and where you may bring legal proceedings
52. These Terms & Conditions and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, shall be governed by, and construed in accordance with the law of England and Wales.
53. We both irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with these Terms & Conditions, the contract between us or its subject matter or formation.

How we will use your Personal Information

54. We will use the personal information you provide to us in accordance with our Privacy Policy (which is available to view on our website at www.oaklandsweddings.co.uk) to supply the Wedding Package and associated services to you, and to process your payments.