

Knowlton Court Estate
Event Terms and Conditions 2012/2013

Name of Client.....Event:

Issued by:..... (On behalf of Knowlton Court)

The Property referred to below means the part(s) of The Knowlton Estate to be used for the Event.

Confirmation

A booking must be made by the Client signing these Terms & Conditions. All bookings are considered provisional until cleared payment of the Client's deposit is received.

2 Charges and Payments

- 2.1 On booking the client shall pay to the Knowlton Court a non-refundable deposit of £2000.
- 2.2 6 months prior to the Event the second payment of £2500 is due.
- 2.3 3 months prior to the Event the final payment is due + the refundable security deposit for the Dower House of £400.
- 2.4 10 weeks before the Event all additional properties booked on the Knowlton Estate should be paid in full
- 2.5 The Client is liable for any agency commissions.
- 2.6 All cheques are payable to 'Knowlton Estate Account'.

3 Cancellation by the Client

- 3.1 All cancellations must be in writing to the Estate Office, Knowlton Court, Knowlton, Nr. Canterbury, Kent, CT3 1PT
- 3.2 If written cancellation is received by the Owner more than 6 clear calendar months prior to the Event; only the deposit shall be forfeited by the Client.
- 3.3 If written cancellation is received by the Owner less than 6 clear calendar months, and more than 3 clear calendar months prior to the Event the Deposit and the second payment shall be forfeited by the Client.
- 3.4 If written cancellation is received by the Owner less than 3 clear calendar months prior to the Event, all payments shall be forfeited by the Client.

The Owner advises the Clients to take out wedding insurance to cover cancellation and other contingencies preventing the Wedding from taking place.

4 Liability of the Owner

- 4.1 The Owner shall **not** be liable to the Client for:
 - 4.1.1 Any temporary defect or stoppage in the supply of public services to the Property, nor in respect of any equipment, plant, machinery or appliances in the Property or garden.
 - 4.1.2 Any loss, damage or injury which is the result of something which is beyond the Owner's control, including (but not limited to) adverse weather conditions or aircraft or other noise.
 - 4.1.3 Any loss, damage or inconvenience caused to or suffered by the Client if the Property shall be destroyed or substantially damaged before the start of the Event and in any such event the Owner shall, within seven days of notification to the Client, refund to the Client all sums previously paid in respect of the Event.
- 4.2 In the event of a Force Majeure (as defined in clause 4.4) the Owner shall be entitled to cancel the booking and in so doing shall notify the Client as soon as reasonably practicable.
- 4.3 In the event of a cancellation in accordance with clause 4.2, all sums paid by the Client shall be returned to the Client and the Owner shall not be liable to the Client for any losses including (without limitation) indirect or consequential losses suffered.
- 4.4 For the purposes of this clause a "**Force Majeure**" means any circumstances beyond the reasonable control of the party affected which prevent the Owner from performing the Contract at such times and in such manner as is provided for in these Terms & Conditions.
- 4.5 The Owner reserves the right to cancel the Event at any time for whatsoever reason, without recourse from the Client, and in the event of this occurrence the Owner will refund all money paid.
- 4.6 The Owners accept no responsibility for any harm or damage caused by the Client, their guests or external suppliers.
- 4.7 **Knowlton Court has public liability insurance to a value of £10,000,000.** If you would like more please ask before making a booking.

5 Catering

- 5.1 All caterers and external suppliers must provide documentary evidence that they have Public Liability insurance to a minimum of £2,000,000; to The Estate Office, where a copy may be made.
- 5.2 The kitchen at the Dower House is not suitable for catering for a wedding and must not be used for that purpose.
- 5.3 All caterers and external suppliers must contact The Estate Office prior to entering the Property.
- 5.4 All furniture, equipment, unused supplies and rubbish must be removed from the Knowlton Estate within 48 hours of the Event finishing. **Please ensure you inform your caterer to remove all of the rubbish from the**

marquee site otherwise a charge will be made to yourselves. Under no circumstances should they be disposed of on the Property or adjoining premises.

6 Drinks

- 6.1 Knowlton Court will supply all drinks throughout the whole of your wedding day for all of our packages.
- 6.2 The Client can supply their own wine and/or champagne if they prefer; however a corkage charge of £10 per 70cl. bottle will apply. The invoice will be calculated 1 bottle per person and recalculated after the event on consumption, any monies owed to you will be returned with any security deposits and any money owed to Knowlton will be deducted from any security deposits. You will be invoiced 1 month prior to the Event; payment will be due 2 weeks after invoicing.
- 6.3 Welcome drinks, wines and champagne will be invoiced 1 month prior to the Event, payment will be due 2 weeks after invoicing.
- 6.4 For the evening bar we can stock additional items other than our range of drinks; however you do need to inform us of what items are required and the quantities. Any amount not used will be charged at cost price plus vat; this amount will be deducted from your security deposits. If no deposits are held a payment must be made prior to the event.
- 6.5 The evening bar you can either have your guests pay directly for their drinks or you can pay in advance (the day prior to the event) for an amount decided by yourselves.

7 Access

- 7.1 The Great Hall will be available for access on the day prior to the ceremony for a 1 hour period between 4pm and 5pm. This must be confirmed to The Estate Office 48 hours before the ceremony.
- 7.2 On the day of the ceremony The Great Hall will be available for 2 hours before the Ceremony to allow time for arranging flowers and decorating. Guests will be admitted 1 hour before.
- 7.3 Viewings are strictly by appointment only; the privacy of our clients on The Knowlton Estate is paramount.
- 7.4 Guests must park in the agreed locations and in such a manner that will minimise any disruption to the residents and road users of Knowlton.

8 General

- 8.1 The Client and his guests agree to treat Knowlton Court, the grounds and the contents with care, to respect the privacy of its residents and shall not interfere with or gain / attempt to gain access to those parts of Knowlton Estate that have not been hired or those that are indicated to be unauthorised by the Owner.
- 8.2 All damage done to the Property and to the adjoining or neighbouring property, whether arising directly or indirectly from use of the Property for the event booked must be made good. Following any failure to do so, the Owner reserves the right to make good such damage, the cost of doing so to be met by the Client. Knowlton recommend that you take out insurance to cover this eventuality.
- 8.3 During the course of the Event, should the Client or any of his guests be unable to correct or stop any poor behaviour or activities unacceptable to the Owner, the Owner or their representative reserves the right to either:
 - 7.3.1 Require the person(s) involved to leave the estate grounds immediately and/or
 - 7.3.3 Terminate the Contract immediately, requiring the Client and all the Client's guests immediately to leave the Property.
- 8.4 In the event of such termination of the Contract no monies will be refunded and the full amount of payments and charges shall be payable by the Client. The Owner's decision shall be final.
- 8.5 The Owner accepts no responsibility for any loss of or damage to the personal property and vehicles of the Client or any of his guests or employees who are advised to pay attention to the security of their belongings and vehicles.
- 8.6 The Client shall not display or affix anything to, attach or otherwise decorate any part or the whole of the Knowlton Estate without the prior written approval of the Owner. Any additional signage erected with such approval must be removed within 48 hours of the Event finishing, or a charge will be made.
- 8.7 Knowlton Estate consists of a number of historic buildings and is occasionally in need of maintenance and repair. The Owner shall not be liable in any way for any nuisance, inconvenience, annoyance or loss caused by the presence of any necessary maintenance or building works during the period of hire. The Owner will endeavour to minimise such works during the Event.
- 8.8 Neither the Client nor their Client's guests shall use confetti or other similar material in the Great Hall or in the grounds of the Property without the express permission of the Owner.
- 8.9 The Client is required to provide a list of all suppliers etc. to the owner 1 month before the Event.

Knowlton Estate reserves the right to revise the Terms and Conditions. If this occurs, a revised set will be sent to the Client prior to the Wedding date.

The Client has read and understood these Terms and Conditions and agrees that they form the Contract between the Owner and the Client.

Client SignaturePrint Name:.....Date.....

Signed (*On behalf of Knowlton Court*).....Print Name:.....Date.....