



Marquee Events  
Terms & Conditions

Cams Hall, Fareham, Hampshire, PO16 8AB  
01329 227444  
weddings@camshall.co.uk

## Confirmation

If you decide to book Cams Hall for your wedding celebrations / event we will ask you to complete, sign and return:

- The booking form
- The T&C's
- The Direct Debit mandate

We will also require a £500, refundable, damage waiver and 25% of the total booking fee - payable by debit/credit card.

Original copies of all paperwork must be posted to: Brenda Steele, Cams Hall, Fareham, Hampshire, PO16 8AB

*Please note that completed paperwork, and payment, must be received within 7 days of booking as we are unable to reserve your date beyond this time. If we do not hear from you we will assume that you wish the date to be released.*

After your payment has been received we will send you countersigned copies of your paperwork, together with a receipt, as confirmation of your booking.

N.B. If you are booking the Marquee Lawn it is imperative that as well as having secured the date with your church or the Registry Office, you have also spoken with one of our nominated caterers and/or Marquee companies to ensure you have a comprehensive understanding of the catering and hire costs and to ensure that they are available on your chosen date.

## Payment Terms

Once we have received your paperwork, we will phone you to take payment of the 25% deposit plus a refundable £500 damage waiver by credit/debit card to secure your booking.

Three payments of 25% will be taken by Direct Debit on the 25th of the month nine, six and three months before your wedding day / event. (Please allow 2-3 weeks for the Direct Debit to be set up). The final balance must be cleared 3 months before the wedding day / event.

Assuming there is no damage or any unforeseen costs to Cams Hall, your £500 damage waiver will be refunded within seven days of your wedding / event having taken place. It is your responsibility to confirm the card or bank account details you wish the money refunded to.

## Cancellations

By completing the booking form and paying the first instalment, our agreement is a legal contract.

If you need to cancel your wedding / event and we are unable to book another wedding / event on that date, you are still liable to pay the booking in full even if you have not paid the balance. If we succeed in booking another wedding / event you are no longer liable for the balance, or we will refund it to you if you have already paid in full. Any refund would be subject to an administration charge of £50 as well as any difference in price of the new letting compared with the original price. We recommend that you take out insurance to cover this potential cost. N.B. All cancellations must be confirmed in writing.

Cams Hall reserves the right to cancel the booking if:

- The venue is closed or unavailable because of any event beyond the management's control;
- The booking may, in the reasonable opinion of the management, damage the reputation of Cams Hall. In the event of this occurrence Cams Hall will refund all monies paid.

## Losses or damage & insurance

The client is responsible for any loss or damage caused to Cams Hall's property; or any equipment hired to the client, by the client or the client's guests.

The Wilky Group Limited (Cams Hall) does not accept responsibility for any loss or damage or consequential losses to visitors or their property on our premises. The Wilky Group Ltd does not accept responsibility for personal injury or death to visitors except where due to Wilky Group Limited's negligence.

*Weddings - We recommend clients take out wedding insurance to cover public liabilities and event cancellation or postponement.*

## Restrictions & conditions of use

We request that music, and noise on departure is managed at all times by the client in respect of our neighbours.

For this reason all outside entertainment (including bouncy castles, food vans and photo booth vehicles) must cease by 11.30pm.

Firework displays, sparklers and sky lanterns are not permitted. No naked flames, night lights or storm lanterns may be used in, or outside of the house, N.B. naked flames are not permitted in floral displays.

Events will finish no later than midnight. All taxis must be pre-booked for this time and it is the client's responsibility to ensure guests are aware and make prior arrangements for their return transport. The client, or his nominated agent, must remain on site until all guests have departed.

All external suppliers and vendors must be approved by the property manager.

If holding events in the Hall the client's suppliers must be approved by the property manager.

Prior to the event, the positioning of any additional items being added inside or outside of the property must have been agreed in writing. This includes, but is not intended as an exhaustive list: floral arrangements; bands and their staging when used; additional garden furniture etc.

The client is responsible for checking that all entertainment providers have current Public Liability Insurance and that their equipment has up-to-date PAT electrical certification (Portable Appliance Tested).

The client and caterer are responsible for ensuring that alcohol is not served or sold to those under 18, and that all necessary licenses and notifications are in place under the Licensing Act 2003 Temporary Event Notice should a pay bar be required (copies of which are to be supplied to the venue 3 months before the event).

Paper confetti or party poppers are not allowed on the premises or in the grounds. Rose petals / rice or bio degradable confetti may be used, in moderation, outside the house.

Nothing may be fixed to the walls, woodwork or furniture using pins, nails, glue or tape. All furniture, equipment, unused supplies and rubbish must be removed from the property at the end of the event by your contractors. Please ensure you inform your caterer to remove all of the rubbish from site otherwise a charge will be made to yourselves. Under no circumstances should rubbish be disposed of on the property or any adjoining premises.

Please ensure that your caterer and marquee supplier have liaised to ensure all requirements are adequately met.

All Marquee events will require security personnel to be on duty throughout the event. All costs to be covered by the client.

The client may not sublet the property.

## Capacity

The maximum numbers of guests allowed on the premises are:

**Civil Ceremony: Oval Room: 60**

**Garden Room: 80**

*N.B. you must include yourself in these numbers.*

Marquees of frame construction may be erected on the rear lawn, by arrangement with the firms detailed on our approved suppliers list. Sizes above 12m x 30m are by negotiation only.

The hirer must provide toilets and generators for all marquee functions and where numbers exceed 100 guests, the hirer will also be required to pay for security staff.

## Deliveries

Only drinks can be delivered to Cams Hall in advance and they will remain the responsibility of the organiser. We cannot be held responsible for the quantity or condition.

Please be aware that suppliers are only granted access to the house during your reservation period, and cannot deliver or collect items outside of this time period.

## Health and safety

If using the grounds, other than for photographs or socialising, the client will need to provide Cams Hall with details of that activity and, where appropriate, provide a safe system of work plan in writing a month before the event. This is to allow the management adequate time to assess the Health and Safety implications and liaise with you or your contractor.

Please be aware that Cams Hall is surrounded by a golf course and steep grass banks. Please take care and do not walk about the grounds after dusk. The Marquee company are required to provide a "post & rope barrier" marking the lawn / golf course boundary.

Whilst on site, children must be supervised at all times and boisterous behaviour should be discouraged to avoid any injury and any damage to the property.

The Client is responsible for ensuring that no underage child in their party consumes alcohol and that their guests do not become inebriated whereby they cause a danger to themselves or others. Any person showing evidence of excess intoxication may lead to the Client being requested to escort that person from the site.

## Smoking

Cams Hall has a no-smoking policy within the building. Provision for smokers has been made outside Cams Hall with a covered smoking area beside the East Wing.

## Access

Ceremony Only / Events - access for suppliers and guests will be from 1 hour before the ceremony / event is due to start. Unless a fee has been agreed for an extended reception the house will close 1 hour after the ceremony has finished.

Marquees maybe erected on the Thursday and must be dismantled and removed by the Monday. Wedding Marquee events are only available for Saturday or Sunday bookings.

## Clear up / Break down

Please note that there is no access to the house for wedding guests or suppliers on the day following a wedding / event. All items must be removed at the end of the night. Suppliers must have agreed their collections in advance with the Cams Hall Manager as we cannot accept responsibility for any items left.

## Social media policy

Following your wedding / event, we hope that you will share your professional photographs with us, as we're just as excited to see them as you are! We would be delighted to share them online and use them for promotion, if you are happy for us to do so.

## Licenses

Weddings - Clients are reminded that it is their responsibility to book, confirm and pay the registrar and to confirm to the venue these arrangements.

The Client is required to provide, in writing, a list of all suppliers, etc. to Cams Hall at least one month before the Event. All these suppliers will be required to have their own Public Liability Insurance in place.

The premises do not have their own Premises Licence and clients intending to have a cash bar must arrange with their caterers to apply for a Temporary Event Notice in accordance with the Licensing Act 2003.

Cams Hall is the operating title for the activity of hosting events at Cams Hall, which is wholly owned by The Wilky Group Ltd.

## Signatures

We confirm that we have read, understood and agree to the terms and conditions detailed above for the hire of Cams Hall on:

(dd/mm/yyyy) \_\_\_\_\_

Host's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Host's Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of The Wilky Group Ltd, company registered number 1032278