

Smedmore House

Smedmore House, Kimmeridge, Dorset, BH20 5PG
<http://www.smedmorehouse.com>

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Land Agent: Fowler Fortescue Tel: 01747 820031 E-mail: osed@fowlerfortescue.co.uk

Form for Marquee or Wedding Booking

Hirer Details

Booking Ref:

Name:

Type of Event: Wedding

Address:

County:

Postcode:

E-mail:

Mobile

Date of Event:

Grounds Details

Site of Marquee:

Set up date:

Clearance Date:

Expected number of guests?

Do you require electricity and water? **YES/NO**

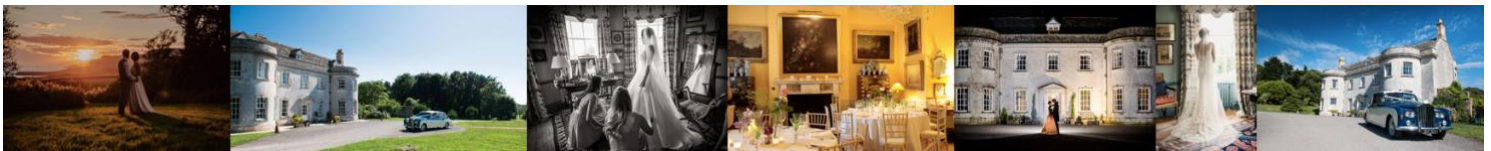
(The hiring of a generator is highly recommended and if hired, the electricity charge will be waived)

Wedding Ceremony

Ceremony: **YES/NO**

Garden Ceremony? **YES/NO**

Indoor ceremony? **YES/NO**

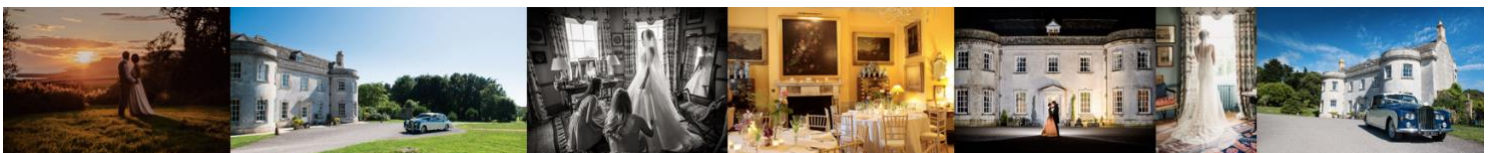


Terms and Conditions for the Hire of Smedmore House for Weddings & Events

- All cancellations by the hirer must be in writing and the booking deposit will be forfeited.
- In the unfortunate circumstances of a cancellation, Smedmore will use reasonable endeavours to "re-sell" the date to another couple. However, cancellation charges will be made with reference to the table below.

Time before Wedding/Event date	Cancellation charge
More than 6 months	Deposit Amount (ie non-refundable in all cases)
Between 3 and 6 months	Up to 50% of total venue price
Less than 3 months	Up to 75% of total venue price
Less than 1 month	Up to 90% of total venue price

- Smedmore 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 events 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 practical. 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 paid towards your wedding package.
- Deliveries, set-up and strike must take place during the 1 day before and after the event allowed in the agreement. The hirer must not presume there is access either side of this period. If such access is needed, it may in exceptional circumstances be permitted but may be charged for.
- The Hirer is responsible for informing Smedmore House of all sub-contractors involved no later than 2 weeks before the event.
- The Hirer or his agents must seek the permission of Manager of Smedmore House before the positioning of any marquees or gazebos, toilet facilities or similar.
- Smedmore House accepts no responsibility for any agents contracted by the hirer or for any property belonging to the hirer, his guests or agents at any time or for any wedding gifts or personal possessions brought to the venue.
- Nor shall Smedmore House be responsible for any loss or damage to any property arising out of the hiring nor for the loss, damage or injury which may be incurred by or be done or happen to any person or persons using Smedmore during the event arising from any cause whatsoever, or for any loss due to the breakdown of machinery failure, supply of electricity, leakage of water, fire, Government restriction, or Act of God which may cause Smedmore to be temporarily closed or the hiring to be interrupted or cancelled.
- Smedmore House strongly recommends the hirer takes out event insurance, to cover the hirer in the event of cancellation due to circumstances beyond their control.
- Details of third party suppliers are provided to help arrange services to be provided in connection with the wedding or event. If these or any other third party suppliers are engaged, Smedmore accepts no responsibility for their performance of services and any complaints should be taken up with them directly. The hirer is also responsible for paying their charges directly. Smedmore reserves the right not to allow into the venue any third party suppliers who not meet do the requirements intended to ensure the safety and welfare of property and people at the venue.
- The Hirer shall be responsible for good order being kept at Smedmore during the Event and will be liable for any damage caused to the venue, its contents or its fittings.
- Smedmore House reserves the right to ask any persons not keeping good order or who are in their opinion under the influence of excessive alcohol consumption to leave.
- The hirer or a responsible person appointed by the hirer must remain at Smedmore until the last non-resident guest has departed.
- The hirer shall comply with the required noise levels in respect of loud music and public address systems and loud music must cease at 12:00 midnight. All entertainment booked for the event, with emphasis on Bands and DJs, must be in possession of a Public Liability insurance document and their equipment used must be Portable Appliance Tested (PAT.) Smedmore House reserves the right to request a copy of this documentation at any time and will refuse permission to sub-contractors without it.
- The hirer shall be responsible for the overall management of the event and should leave the site in a clean and orderly state with all rubbish, flowers, decorations and bottles removed.
- No bonfires, fireworks or barbecues will be permitted without prior consent in writing.
- No confetti, rice or glitter, helium balloons, or Chinese lanterns are permitted. Rose petals or bubbles are allowed.
- Guests should book taxis in advance to collect them at the end of the evening. There is limited mobile phone reception at Smedmore and taxi companies can often be unavailable at the last minute.
- If guests include 10 or more children under the age of 10, Smedmore strongly recommends that a crèche facility is operational for the whole period the children are present. All cars are parked at the owner's risk.



Accommodation

Accommodation: **YES/NO**

Dates: From: _____ To _____

Number of Adults Number of Children

Will you require domestic help? YES/NO
(Additional charges may be made for this service)

Will you require domestic catering for accommodation? YES/NO
(This can be arranged with outside suppliers but will involve extra charges.)

Charge	Amount £	Payment Date
Wedding Facility Fee		
Extra Set up & Strike Days-		
Use of garden Ceremony/Reception	Incl.	
Accommodation nights @£1000pn		
Electricity/Water/Service Charge @ £200		
Total:		
30% Deposit		With booking form
Balance Due:		
Additional Refundable Breakage Deposit (cheque)	500	With balance

PAYABLE either by:

Bank Transfer: Acct Name: Smedmore Businesses, Acct No: 00676656, Sort code 16-00-38

Or **Cheque** payable to **Smedmore Estate** and posted to

Fowler Fortescue, The Old Dairy, Fonthill Bishop, Salisbury, Wilts SP3 5SH

Please quote this ref on all transactions: W/...../.....

I have read and agree the conditions for making this booking and renting/hiring Smedmore House and/or the grounds.

Signed

Date

All prices are inclusive of VAT at the current rate where applicable.

Exclusive use of Smedmore House includes use of the garden for a ceremony or reception. The basic hire fee is from 9am-Midnight on the day of the wedding. Access before 9am will incur an additional fee. This fee is for up to 150 guests. From guest 151 onwards, there will also be an additional per head charge of £10pp.

These charges will not include any charges made by the Registrar. It is the hirer's responsibility to book the Registrar and we recommend doing this as soon as possible after confirming your booking.

Accommodation in the house (8 Rooms sleeping 16 people) is offered at special rates in conjunction with a wedding.

Use of the garden for a reception or ceremony without exclusive use is possible from May-September, but only on weekdays from Monday - Thursday.



Terms and Conditions for accommodation within Smedmore House

- A non-refundable deposit of one third of the total rent must be sent with the booking form. No contract exists until we have received the full deposit and a signed booking form and we have confirmed your booking in writing. We reserve the right to refuse a booking without reason. The balance must be paid 30 days before the start of the letting. If payment is not made on time we reserve the right to cancel the booking when usual cancellation terms shall apply.
- All cancellations must be in writing, the booking deposit is forfeited and if cancellation is made less than 30 days before the start of the letting you remain liable for the full balance of hire. If subsequently the property is re-let during the same period the balance, if already paid, will be refunded less an administration charge. The booking deposit is not refundable.
- Breakage and telephone deposits, where required, must be paid with the final balance and will be refunded less any charges for breakages and telephone, after the end of the holiday. This deposit can be in the form of a cheque, which will not be cashed unless damage is done. Should the charges exceed the deposit you are responsible for the outstanding balance.
- Arrival time is normally after 3pm on the first day of rental. Check out time is 11am.
- Dogs are not normally permitted but if permission is granted, must be kept under proper control at all times and never left unattended in the property. Dogs are not allowed on the furniture or in the first floor rooms and no other pets are allowed.
- If the number of persons occupying the property exceeds the numbers stipulated the owner reserves the right to refuse entry or evict the entire party.
- Before your arrival the property has been thoroughly cleaned and serviced. All bed linen and towels are included and a full linen change will be provided free of charge once a week. However cot linen is not provided.
- Domestic help can be made available from Mondays to Fridays for cleaning, tidying and bed making as an optional extra payable during your stay. Cooks and housekeepers can also be arranged providing that you give ample notice and pay them directly.
- You must take all reasonable care of the property and its contents and leave them in a clean and tidy condition at the end of your tenancy. Inadvertent minor breakages or damage will not normally be charged for, but you are legally bound to reimburse the owner for replacement or repair costs on demand.
- The condition of the property is the responsibility of the owner but the owner cannot be held liable for events beyond his control, such as mechanical breakdown, storm damage, failure of public services or sudden invasion of pests, which there has been no time to rectify. Nor is the owner responsible for any accident, loss or damage sustained by any member of a hiring party or to their property, vehicles or personal effects, however caused. The owner reserves the right for himself or his agent to enter a property at reasonable times, with workmen if necessary, to carry out inspections and repairs.
- You must report any complaints to the administrator or the owner's land agent within 24 hours of arrival and immediately confirm it in writing. We will then take whatever corrective action necessary.
- The House is not generally suitable for Stag and Hen Parties. Please discuss your plans with us to see if we could accommodate you.
- There is strictly no smoking allowed inside Smedmore House and this includes the bedrooms.
- Children must be supervised by their parents at all times.

