

TA MILL EXCLUSIVE WEDDING HIRE TERMS AND CONDITIONS

1. Confirmation

To confirm reservation for Exclusive Hire of Ta Mill please pay the Save the date deposit. On receipt of your the Save the date deposit, a contract will exist and it will be deemed there as an acceptance of these terms and conditions.

2. Payment schedule

Save the date deposit	£500 payable on booking
Booking confirmation	25% less £500 due within 1 month of booking
2nd payment	25% 6 months prior to your wedding
Remaining balance	50% 8 weeks prior to your wedding
Damages deposit	£1,000 due 2 weeks prior to your wedding

3. Damages Deposit

A £1,000 damages deposit is due 2 weeks prior to your exclusive hire period. This deposit will be refunded less any claims or outstanding fees up to 2 weeks after your wedding.

4. Licence for Civil Ceremonies and maximum numbers

We are licensed for Civil Ceremonies in four indoor venues. The courtyard room is licensed for up to 100 guests, Forge Cottage up to 12, Hayloft Cottage up to 6 and the drawing room of Ta Mill House up to 20. You can also choose to hold your ceremony outdoors. Evening reception numbers must not exceed 150. Parking restrictions apply for numbers exceeding 80, please see section 11. Car parking. All maximum numbers include the Bride and Groom.

5. Wedding Co-ordinator

As part of your package you will receive at least 10 hours wedding planning / meeting time with our wedding co-ordinator.

6. Accommodation

The venue hire cost includes accommodation for up to 30 people (including adults and children) plus 2 babies. Travel cots can be provided free of charge or you can bring your own travel cots (only certain accommodation is suitable for cots). Accommodation for 30 includes Ta Mill House, Forge cottage and a choice of 5 lodges and cottages. Additional guests can be accommodated and will be charged per person. The charge is based on 4 guests sharing a 4 person lodge for 2 nights. Ta Mill can accommodate up to 65 guests including the use of sofa beds and one put-up bed. We will manage any payments for accommodation that is on-charged to your guests. Accommodation is available from 3pm on the first day of hire and must be vacated by 11am on the departure date. If this has not already been provided, we require a full list of guests names who will be staying in the accommodation a month prior to your wedding. We do not generally allow camping or caravans or campervans but if you book all the accommodation we may make an exception. **Pets are allowed on site on wedding days but they cannot be left unattended in the accommodation. Guests are asked not to remove furniture, crockery, cutlery or any other items from the accommodation. Breakages, losses or damage will be deducted from the breakage deposit. Please ensure the guests are aware of the site and accommodation terms and conditions.**

7. Marquee hire

We will supply and erect a 5m x 10m marquee (labour hours included) in the courtyard area free of charge or you can hire a larger marquee to be situated on the marquee lawn where there is an electricity supply. If you decide to have both marquees, then the lawn hire incurs additional **£360**.

We can allow marquee supplier vehicles on site from 10.00 am on the first day of hire and marquees must be dismantled by 2pm on the departure date. Caterers must liaise with the marquee company to ensure that equipment is delivered after the marquee is erected. You are requested to hire marquees from one of our

preferred suppliers. You will need to hire portable toilets if you hire a marquee or if your evening numbers exceed 80.

8. Corkage Charge

You may supply your own wines, reception drinks and toasting drinks for your day guests. Corkage fee is £10 per bottle of wine or prosecco and £20 per bottle of champagne. Evening receptions require a manned, formal bar set-up which we can supply.

9. Suppliers

You are responsible for all of your suppliers and for entering into contracts with suppliers directly. We require a completed wedding planner document, which our wedding co-ordinator will help you with, at least 1 month prior to your wedding. This must include an itinerary of suppliers arrival and departure times and contact details for the day. Suppliers can only arrive to set up during your exclusive hire period, unless previously agreed. You must ensure that all suppliers booked for The Hire Period are in possession of a Public Liability Insurance document and the equipment used for The Hire Period is Portable Appliance Tested (PAT). This includes bands, DJs, equipment hire and photographer. A copy of this policy must be supplied to the venue. We will refuse permission to any suppliers who do not have Public Liability Insurance and whose equipment is not PAT tested. Hired equipment, including catering equipment, must be removed from site within your exclusive hire period unless by prior arrangement.

You are responsible for informing suppliers of these Terms and Conditions.

10. Bar and Music License

Amplified music must finish at midnight to comply with licensing regulations. The venue bar will close at midnight or may be extended to 1am (subject to demand). Music on Friday night must finish at 11pm. It is against the law to supply alcohol to anyone under the age of 18. The bar staff reserves the right to refuse the sale of alcohol to an adult if they believe this is for a child's consumption or if any person is exhibiting drunken or disorderly behaviour.

11. Car Parking

We have parking facility for 45 cars at Ta Mill. Although we may be able to accommodate additional cars in a field on a dry day, this cannot be guaranteed. For evening receptions exceeding 80 people, alternative transport services may need to be organised. It is advisable to hire a coach or mini-buses for larger numbers. We can give you information about alternative accommodation for guests who will not be staying on site. It is highly unlikely that guests will be able to book a taxi last minute so taxis must be organised well in advance. All non-residents are requested to leave site by midnight. Vehicles must not obstruct the 'turning circle' in the carpark at any time. Space must be kept for emergency vehicles. All cars are left at the owner's risk. We accept no responsibility for cars parked at Ta Mill.

12. Site Safety

You are responsible for informing guests with or without children to take appropriate precautions. At Ta Mill there are unfenced ponds and streams. Ta Mill is not responsible for the safety of children or guests on site. We can arrange for baby-sitters at an additional cost, with at least 1 month notice.

13. Chinese Lanterns/Fireworks

We do not allow Chinese lanterns and neither firework. We have number of farm animals and pets that we do not wish to subject to unnecessary stress during fireworks.

14. Site Decoration

No nails, pins, sticky tape or glue are permitted to be used unless by prior permission. Please use string or cable ties where possible but avoid hanging off lights or heaters. All decoration must be removed before departure.

15. Clearing Up/Rubbish

We ask you to arrange with your suppliers/caterers to remove any rubbish that is generated during your wedding day, including cardboard, tins and glass drinks bottles. There is a £50 charge if you would like us to dispose of these items. Please be aware that it is the bride and groom's responsibility to leave the site tidy. You may be charged for excessive site cleaning or for the disposal of any rubbish or decorations that are not removed from the site. You are not expected to clean the accommodation. Confetti must be **real dried petals**. If other confetti is thrown (including biodegradable) then you may be charged a clean up fee.

16. Hot Tub, Swim Spa and Sauna Hire

The hot tub, swim spa, gym and sauna facilities are available for use by yourselves and your guests during your stay, for no additional charge. Guests using these facilities are required to read hot tub, swim spa and sauna terms and conditions located in each property's information pack. Any misuse will result in the facilities being closed.

17. Photographs

During your wedding celebration we may take photographs of the decorated site and celebration, unless you object. We may use these photographs for promotional purposes including social media, printed material or general advertising. We may liaise with your photographer with a view to publishing your wedding on-line or in a magazine unless you express a wish to the contrary on your booking form.

18. Insurance and Liability

We require you to take out wedding insurance which includes at least £3 million public liability cover, which will cover the duration of your exclusive hire. You are required to send us a copy of a copy of your insurance certificate as soon as you have purchased it and at the very latest 6 months before your wedding. Failure to obtain comprehensive insurance may be deemed as a breach of contract. We cannot accept liability for injury sustained by any person or for the loss or damage to any property brought onto the premises. You will be liable for any loss or damage to Ta Mill or third party property (including items of equipment hired for use by yourselves) and for the loss or injury suffered by any person including visitors to Ta Mill and employees, caused by the negligence, wilful act or default of yourselves or by any person invited or brought onto Ta Mill by the yourselves. The use or possession of drugs is strictly forbidden at the venue.

19. Cancellation

If you cancel your booking, then we regret that any advance payments will not be refunded. This charge will go towards the cost of sales, marketing and administration costs incurred by the venue in connection with your booking plus any costs incurred in finding a replacement booking. We will endeavour to sell the exclusive hire dates and would therefore be able to refund the payments. We reserve the right to cancel a booking if the client is more than 14 days in arrears with any payment. In the unlikely event (and where you are not in breach of these Terms and Conditions) that we have to cancel your booking, due to venue fire, failure of utility service, illness or death which would prevent us from fulfilling your booking, we will refund any advance payment made, but will have no further liability to you. If the closure of Ta Mill is forced due to external, local or national issues including but not limited to storm and extreme weather, war, civil unrest, pandemic or Government enforced closure, we will in the first instance offer you alternative dates at no extra cost (which may not be on a weekend). If you are unwilling or unable to accept a new date offered to you then our contract with you will be cancelled, any advance payments will not be refunded and we will have no further liability to you, but you will also have no further liability to us to make any remaining payments.

20. Privacy Policy

You recognise that your personal data has been given to us for the purposes expressed in Our Privacy Policy and, in providing us with your contact details or those of your guests you consent to the use of these contact details in relation to your wedding. Please see our Privacy Policy at: <https://www.tamill.co.uk/privacy-policy/>

21. Registrar

If you wish to get married on site then you will need to contact the local registrar - Cornwall Registrar office - 0300 1234 181.

