



## **Terms and Conditions of Business**

Thank you for booking Dodmoor House. We are happy to guarantee that yours will be the only event or function taking place at that exact time, ensuring the venue is exclusively yours.

Please read the following document carefully as signing the booking form constitutes your agreement to each of the terms and conditions.

### **1. Deposit and Balance**

- 1.1 All prices are subject to VAT at the prevailing rate, currently 17.5%.
- 1.2 The venue fee covers exclusive use of Dodmoor House as a venue for the date specified on the booking form. It includes catering, staffing and the supply of all chairs and tables, as well as glassware – up to a maximum of 130 covers. Extra tables may need to be hired separately if a marquee extension is used, while additional covers will incur an additional charge.
- 1.3 As long as the full cost of catering is being paid direct to Dodmoor House, the quotation will also include the cost of hiring table linen, napkins, cutlery and crockery as required. If outside caterers are being used, these items may need to be hired separately.
- 1.4 A 50% non-refundable deposit is required up-front to secure Dodmoor House for the given date. This is due within 14 days of the receipt of this quote. We are unable to refund any part of the deposit should you wish to change the venue or alter or cancel your arrangements. The deposit will only be refunded in the event that your booking at Dodmoor House is cancelled by us.
- 1.5 You are required to make payment of the balance of the fee at least two weeks before the event. This fee will also be non-refundable unless your booking at Dodmoor House is cancelled by us.
- 1.6 As soon as your booking is confirmed with a receipt invoice emailed by us, you will have entered into a binding contract with Dodmoor House.
- 1.7 Any remaining amounts – such as those relating to drinks ordered and consumed on the day - must be settled within 14 days of the event. Late payment will otherwise incur at a 5% weekly increase.
- 1.8 At least two months' notice must be given to change the date of an event, subject to availability.

### **2. Catering**

- 2.1 Our quotation is valid for the numbers estimated by you when the booking is made. If your numbers decrease significantly closer to the event, another quotation may be necessary.
- 2.2 Final numbers must be notified to Dodmoor House no later than two weeks before the event. After this, if the number of guests attending exceeds the number booked (and the caterer is still able to cater for them), we will charge for the greater amount. If the number of guests attending is less than the number booked, we will still charge for the total number confirmed two weeks before the event.
- 2.3 Whilst every effort is made to produce the exact item ordered, we reserve the right to alter a dish if a particular ingredient is unavailable. We will discuss any such changes in advance with you and alter the price if appropriate.
- 2.4 We cannot be held liable for any failure to cater for the specified event if the caterer becomes prevented due to lockouts, fire, storm, flood, riot or any other causes beyond our – or their – control.
- 2.5 If you organise an outside caterer yourselves, then you will be responsible for all of the above instead. A £135 kitchen hire fee is payable for using an outside caterer and will require the firm in question to sign our catering terms and conditions before working here.

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### **3. Third party services**

- 3.1 There is no contractual liability between us in respect of third parties, such as florists, DJs, photographers and caterers, hired directly by you. While we are happy to make recommendations in good faith, you must satisfy yourself about the services they offer before you enter into any contract with them.
- 3.2 Payment terms in respect of any third party services will be as agreed between you and the relevant third parties.
- 3.3 You should be aware are that, in accordance with our public licence to minimise disturbance to our neighbours, a noise limiter has been fitted into the two main barns. This is set in the region of 96 decibels, although we reserve the right to change this level to stay within our licensing conditions. Any DJ or band not on our recommended list must agree, in advance and in writing, to abide by this policy. If you (or they) have any questions over this, please contact us in advance before booking them.

### **4. Safety & liability**

- 4.1 You are responsible for any breakage or damage at Dodmoor House, whether to the property or to any chattels therein, or theft of any items from the venue by you or any guest of yours, or by any of your contractors, or by any servant by any of the above and agree to fully indemnify Dodmoor House in respect thereof.
- 4.2 Whilst we do not seek to limit or exclude our liability in respect of death or personal injury resulting from our proven negligence, we shall be liable to you only for any loss or damage that you suffer if the same has arisen directly from our act, neglect or default. Under no circumstances shall we be liable to you for any indirect or consequential loss or damage of any kind whatsoever.
- 4.3 For the comfort and safety of you and your guests, you will understand that fire regulations dictate there can be no smoking inside the barns. There is a heated undercover area between the Courtyard Barn and Catesby Barn for those who wish to smoke.
- 4.4 You should be aware that the Grand Union Canal and a railway line run next to the property. We have installed perimeter fencing but you will understand that we do require guests to be responsible for their own safety at all times.

### **5. Miscellaneous**

- 5.1 The Mezzanine Bar is licensed to serve alcohol until midnight, with all guests required to leave the premises by 12.30am, unless a late licence has been requested – and agreed - in advance.
- 5.2 If you are hosting a seated event, please liaise with us over the best configuration for tables as the barn suits either round or straight banqueting tables, depending on numbers and your exact wishes.
- 5.3 We have one overnight suite, which can be booked (and paid for) separately in advance. If guests are staying in the wide selection of local hotels and B&Bs, we would recommend that a minibus service runs a shuttle loop service or a pre-determined number of taxis are ordered in advance through us.
- 5.4 We would ask you to inform guests to arrive and leave Dodmoor via the nearby A5, rather than trying to go through the village of Dodford.

### **6. Contractual**

- 6.1 We shall be relieved of our contractual obligations to the extent that their performance is prevented by, or their non-performance is a direct or indirect consequence of, your act, neglect or default or by any circumstance beyond our reasonable control.
- 6.2 These conditions shall prevail over any terms or conditions contained in any other document whatsoever and shall be deemed to have been accepted by you upon completion of the booking form. No variation shall be effective unless it has been agreed specifically in writing by an authorised representative of Dodmoor House.
- 6.3 The contract between you and us shall be governed in all respects by the Laws of England and you hereby submit to the exclusive jurisdiction of the English Courts.

**VAT No: 867945263**

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