



# GILESTON MANOR

WEDDINGS • EVENTS • CELEBRATIONS

## TERMS & CONDITIONS



### CONFIRMATION

A provisional booking can be made for an available date of your choice and will be held for a maximum of 10 working days. After which, a signed confirmation together with a non-refundable, non-transferable deposit of 25% of the venue hire fee will secure your booking. Any non-refundable booking is taken with the understanding that these terms and conditions have been read and accepted.



### TERMS OF PAYMENT

- The remaining balance is then payable in 2 further instalments; 50% payable 6 months before your wedding date and 50% 3 months before your wedding date.
- If your wedding is booked within 6 months of your wedding date, the venue hire is payable in full.
- Final numbers for drinks packages will be requested 30 days before your wedding date and you will be invoiced for this number. The balance is payable immediately. Any decrease in numbers prior to the wedding day will not result in any refunds given. If final numbers increase, payment must be made to Gileston at the time of notification. Failure to pay for your drinks reception will result in the service not being provided.
- We reserve the right to amend our prices at any time
- All prices are inclusive of VAT. Should the percentage rate of VAT increase after booking, we reserve the right to increase our prices accordingly.
- Failure to comply with these payment terms may result in the cancellation of your wedding and the date duly released for re:sale.



### AMENDMENTS & CANCELLATIONS

- In the unfortunate circumstance that you have to cancel or postpone your wedding at any time prior to the event, the following charges will apply:

#### PERIOD OF NOTICE

12 months or longer .....  
 Between 6 and 12 months .....  
 Between 3 and 6 months .....  
 Under 3 months .....

#### PERIOD OF NOTICE

10% of the venue hire fee + deposit  
 25% of rate quoted  
 75% of rate quoted  
 100% of rate quoted including accommodation

We strongly advise that you consider appropriate wedding insurance to cover events such as cancellations.

Gileston Manor, Vale of Glamorgan, CF62 4HX t: 07591 203764 or 07794 611105  
e: enquiries@gilestonmanor.co.uk www.gilestonmanor.co.uk

Company Registration No: 10938379 | NB: All prices are subject to change at the managements discretion



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### AMENDMENTS OR CANCELLATIONS BY GILESTON MANOR

- Gileston Manor reserves the right to amend the décor, design and layout of the venue, accommodation or gardens without prior notice.
- Gileston Manor reserves the right to cancel any booking without the offer of alternative facilities without any responsibility on its part in the event of:
  - » Any occurrence beyond reasonable control of GM which shall prevent it from performing its obligations in connections with the booking.
  - » If the booking might, in the opinion of GM, prejudice the reputation of GM.
  - » If GM becomes aware of any alteration in the clients' financial position.
  - » Should any of the terms and conditions not be strictly adhered to.



### USE OF THE VENUE

- The client only has access to those areas of the venue as booked as per the Booking form. Access is not permitted to other areas including the mano house itself at any time.
- Day weddings have access to the venue from 9:00am on the day of the wedding until 1:00am on the wedding date. The client has use of the front lawns until 9pm or dusk whichever is earlier.
- Exclusive Weekend weddings have use of the whole venue from 12 noon on the Friday through to 10am on the Monday morning.
- Gileston Manor must comply with certain licensing, health & safety and statutory regulations and requires the client and guests to comply with all reasonable instructions in relation to them
- The client undertakes to ensure that any children under the age of 18 are properly supervised at all times. Gileston Manor will accept no liability for any incidents or accidents that may occur to children whilst at the venue.
- Gileston Manor reserve the right to refuse alcohol to anyone it believes to be under 18 even with proof of ID.
- All music at the venue must stop before midnight, the bar will also close at midnight.
- All guests must leave the venue by 1:00am
- Gileston Manor is not responsible for any guests who have not arranged appropriate transport from the venue prior to 1am
- Gileston Manor is not responsible for any cars left at the venue overnight, guests do so at their own risk; any vehicles left overnight must be collected by 12 noon the following day.

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### ACCOMMODATION

- One Day venue hire includes one night accommodation. Exclusive Weekend Hire includes three nights accommodation.
- Payment for the accommodation will be included in your venue hire invoice and remains the responsibility of the bride and groom.
- A list of guests staying in each suite will be required 28 days before your wedding date.
- Any accommodation not booked will be released on general sale.



### EXTRAS

- Our full wine list and reception drinks menu is available on request.
- Miniature bottles of alcohol for favours are permitted.
- Any guest found bringing alcohol onto the premises will have said alcohol confiscated and be charged accordingly. Gileston Manor reserves the right to ask any guest that persists in drinking their own alcohol to leave the premises.
- One of our preferred caterers must be used. No other external caterers or guests own food stuffs are permitted; other than for wedding cakes and favours. Any external food found on the premises will be removed.
- Gileston Manor has vetted its preferred caterers but accepts no responsibility for their failure to carry out your requirements or any incident that may fall under the responsibility of the caterers.
- Although Gileston Manor has a detailed list of suppliers which will help clients source third party suppliers such as florists, photographers etc. any and all arrangements will remain between the couple and the third party. Gileston Manor will have no liability in this respect.
- Gileston Manor holds no responsibility for the transportation or care of wedding cakes provided by external suppliers.



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## ENTERTAINMENT

- DJs and other live entertainment may be used subject to the following requirements being met:
- All live entertainment including DJs must abide by Gileston's strict noise control policy.
- All acts and DJs are required to use Gileston's noise limiting amplification system "Zone Array" and must attend a sound check prior to the wedding date. External speakers are not permitted.
- All live entertainment must provide copies of their insurance documents and PAT testing of their electrical equipment
- Gileston Manor reserves the right to cancel or stop any entertainment either prior to or during the wedding if said entertainment fails to abide to Gileston's noise control policy. Gileston Manor shall not accept any liability for any losses incurred for such actions.
- No Chinese lanterns are permitted on the premises. Gileston Manor reserves the right to impose a £500.00 fine if any of the above are found to have been used.
- Other entertainment is subject to the permission of Gileston Manor. Gileston Manor reserves the right to refuse any form of entertainment such as bouncy castles etc. Gileston Manor, if permission is given holds no responsibility to any accidents or liability incurring as a result of this entertainment.



## GENERAL

- A meeting will be held approximately one month prior to your wedding date to confirm your final requirements. At this meeting we will require the names and contacts of all suppliers arriving on the day and / or lead up to your wedding, as well as approximate times of delivery.
- The client must confirm the number of guests attending at the above meeting. It is the responsibility of the client to ensure that the number of guests do not exceed the maximum number of guests allowed as per the premises license.
- If the number of guests on the day exceeds the agreed number by an amount that causes safety and other regulatory concerns, Gileston Manor reserves the right to stop the event until the client reduces the number to within the agreed safe level.
- We require your wedding suppliers to complete their set-up at least 2 hours prior to your wedding time and no later than 12 noon on the day of the wedding.
- We reserve the right to amend our booking terms and conditions and to enforce said changes and amendments to both provisional and confirmed weddings. However, signed terms and conditions in force at the time of payment of the requisite deposit will be honoured if and when the contents of the expired terms and conditions are not in conflict with Gileston Manor's interests.

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- The party agreeing to these terms accepts responsibility and liability for any damage, disruption to normal business and/or costs involved in reparation to Gileston Manor and/or any third party resultant from unacceptable, negligent or reckless behavior of any guests attending.
- Any damage, to the venue including gardens, accommodation, main house and animals must be paid for and is the responsibility of the bride and groom. This will be charged at the repair cost plus 20%. A damage deposit of £1000.00 will be required 7 days prior to the wedding and will be returned following the wedding providing no issues have arisen.
- Gileston Manor operates a zero tolerance policy on disruptive behaviour towards other guests and staff. Any guests who behave in an unreasonable manner will be asked to leave the premises.
- All deposits and payments are non-refundable and non-transferable.
- Gileston Manor will not accept any responsibility or liability for any loss or damage to the property owned by or in the custody of you or your guests.
- It is the wedding party's responsibility to ensure that the wedding certificate and all cards and gifts collected and stored in a safe place. We would recommend removal to your bridal suite as soon as possible.
- Gileston Manor will remove and hold any items left behind following a function where possible for 28 days. Gileston Manor accepts no responsibility or liability for loss or damage to such items. Items may be given to charity after 28 days.
- If Gileston Manor is prevented or hindered from carrying out any of its obligations by circumstances beyond its reasonable control, including but not limited to government interventions, strikes, labour disputes or actions, acts of god, national or local disasters or war and the date of the wedding/function/event cannot be moved to another suitable date then Gileston Manor's liability shall be no greater than that already paid by the client less the initial deposit.
- Gileston Manor recommends that all venue hirers arrange appropriate insurance to cover their function, wedding or event.

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