



Wedding Booking Terms and Conditions

The purpose of these Terms & Conditions is to ensure the satisfaction & comfort of both parties. Any questions relating to these, or regarding any aspect of your booking must be raised to Harlestone Park prior to payment of your deposit.

GENERAL

The venue hire charge includes: hire of the Lakeview Suite, dancefloor, Spencer Room and balcony from 12pm-12am, parking facilities, chairs and tables, tablecloths, napkins, 4 highchairs if required, glassware, crockery, cutlery, bar facilities, toilet and disabled toilet facilities, kitchen facilities, bar staff, wedding coordinator and team, selection of decorative items, (such as centre pieces, candles, table number holders and table plan easel) microphone for speeches.

Northampton Golf Club members will have access to the golf course and spike bar during your wedding day. There will be a sign at the main entrance directing members to use the other entrance as to not to disturb your wedding.

All food & drink items throughout the duration of the day and night needs to be supplied by Harlestone Park. Under no circumstances are food and/or drink to be consumed on the premises that has not been purchased from the venue directly.

You agree to allow us to contact your photographer / videographer directly and give us permission to use photographs from your wedding for advertising, social media & website purposes. If you are not happy with this, please let us know in writing.

Any suppliers/entertainers booked by the customer must provide Harlestone Park with their public liability insurance certificates and PAT test certificates for electrical equipment where applicable at least four weeks in advance of the wedding.

To comply with the licensing regulation, music will stop at 12am. The bar will close at 12am with last orders called at 11.45pm.

The bar staff reserves the right to refuse the sale of alcohol to an adult if we believe this is on behalf of a child or for a child's consumption or to any persons who are exhibiting drunken or disorderly behaviour.

You are able to deliver your wedding items to your wedding coordinator at Harlestone Park the day before your wedding. We are happy to set up (within reason) your wedding items. Suppliers may have access to Harlestone Park from 9am on the day of the wedding. All guests are to vacate Harlestone Park promptly by 12.30am and suppliers e.g. Entertainment provider by 1.00am. It is the responsibility of the customer to collect everything from Harlestone Park by 10.00am the following morning.

The customer will be held responsible for, and may be requested to pay in full; any or all damages caused to the property of the Harlestone Park by the customer, or the customers' guests that occur during or, as a consequence of the event held and/or visit. No defacement of the interior decoration or furnishings of the venue will be allowed (drawing pins, glue, sticky tape, or alike). All charges will be at the discretion of the management.

BOOKINGS AND DEPOSIT

Harlestone Park will provisionally hold a wedding date for up to two weeks at no cost.

After this time we require your signed acceptance of our terms and conditions, together with your completed booking form and non-refundable deposit of £500.

PAYMENTS

All prices include VAT at 20%, deposits hold venue hire price. Other prices are subject to change to which we would advise.

Six months before your wedding we will contact you and talk through the details of your day. From this information we will work out an expected cost of your wedding. We will then ask for a further payment of 50 percent of the expected cost.

Final details and numbers need to be confirmed three weeks prior to your wedding. We will send you a final invoice based on this information to be paid two weeks before your wedding.

When acknowledging receipt of your deposit, you will receive a breakdown of payments to be made and dates by which these need to be received. Any subsequent costs ie: bar tab must be paid for by midnight or departure on the wedding date.

Harlestone Park, Home of Northampton Golf Club, Harlestone, Northampton, NN7 4EF
Telephone: 01604 845155 Email: enquiries@harlestonepark.co.uk VAT No: 120 7436 03



CANCELLATIONS BY THE CUSTOMER

In the unfortunate event that you have to cancel your booking, you must let the venue know in writing as soon as possible.

We will use reasonable endeavours to “re-sell” the date to another couple. However, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date.

Depending on when you cancel, the following cancellation conditions shall apply:-

- (i) if an event is cancelled by the customer 12 months or more prior to the date booked, the customer shall not be charged any amounts additional to the deposit;
- (ii) if an event is cancelled less than 12 months but more than 6 months prior to the date the customer shall be charged and invoiced 50% of the estimated value of the booking calculated by multiplying the number of reserved places by the average value of each place reserved.
- (iii) if an event is cancelled less than 6 months but more than 3 months prior to the date, the customer shall be charged and invoiced 75% of the estimated value of the booking as calculated above.
- (iv) if an event is cancelled less than 3 months prior to the date, the customer shall be charged and invoiced 100% of the estimated value of the booking as calculated above.

CANCELLATIONS BY HARLESTONE PARK

We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if you do not pay us the balance of your wedding package price by the date due for such payment.

Harlestone Park reserves the right to cancel your booking if the holding of the wedding is prevented by reasons beyond its control. (serious damage to venue, 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.

YOUR RESPONSIBILITIES

It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before making your booking application with us, we advise you to do so as soon as possible after you have received our confirmation of booking.

All suppliers must be agreed in advance of your wedding, and sight of suitable public liability insurance is required. We reserve the right to refuse suppliers we deem unsuitable for the venue.

Fireworks and Chinese Lanterns are forbidden, due to the nature of our location. In addition, only natural types of confetti may be used at the venue (bubbles, rice, rose petals) and must be thrown indoors only.

You must comply with, and use your reasonable endeavours to ensure that your guests comply with; all of our reasonable instructions intended to ensure the safety of property and/or people at the venue.

We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue, and we will not tolerate any abusive behaviour by guests to any other guests or member of staff. We reserve the right to remove any persons acting inappropriately from the premises.

We strongly advise you to take out suitable wedding insurance, to cover your wedding booking cost with us should you need to cancel for reasons outside of our control e.g illness, family bereavement, extreme weather conditions, etc.