**Wedding Hire Terms and Conditions**

**Ceremonies & Receptions**

1. Erasmus Darwin House is a grade 1 listed building located within a residential area. Access to the House can be gained via Beacon Street or the Cathedral Close/Herb Garden. We normally require visitors to vacate the House by no later than 22.30, and respectfully request that they ensure that no unnecessary noise or disturbance is caused to our neighbours.
2. To ensure the safety and comfort of all visitors and staff working in the house a ***No Smoking Policy*** is operated in all buildings.
3. Visitors are asked to ensure that the building, its fixtures, fittings and all contents are left clean, tidy and undamaged and in the condition in which they were found. We reserve the right to charge for any additional costs incurred due to damage to the property and/or its contents. We request £50 deposit to cover for any possible additional cleaning which will be returned within 21 days of the wedding if it is not required.
4. Whilst every effort will be made to ensure the safety of visitors and their personal property, the Foundation will not be responsible for any loss or damage to such property of any visitor to the House. The venue does not accept any liability for loss or damage to guests’ property.
5. Please notify us of any changes in requirements by telephone or email as soon as possible before the date. Plans for catering and other wedding services must be discussed and permission sought with staff at Erasmus Darwin House before the event. Final arrangements for the wedding must be confirmed 2 weeks prior to the wedding, to ensure appropriate staffing levels.
6. A deposit of £150 is required to secure the date for the ceremony or reception. The balance must be paid no later than 8 weeks before the wedding.
7. Once the deposit is received, cancellation will incur a forfeit of the deposit.
8. Any additional items used during your booking will be listed on our invoice, but any further charges incurred on the day will be invoiced subsequently. As a courtesy to our clients, we invoice for corkage charges after the event, but these must be paid within 3 weeks of the event.
9. It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before making your booking with us, we advise you to do so as soon as possible.
10. If access to the House is required before the event for decoration purposes and/or storage of wine etc, permission must be sought from the staff at Erasmus Darwin House and times agreed in advance. All such access must be complete by 8pm.
11. All decorations and floral arrangements must be removed from the House by 10.30 am the morning after the event.
12. We ask that all visitors ensure that care is taken with all food and drink at the event and any spillages or damage reported to a member of staff immediately.
13. Confetti must not be thrown in the house and party poppers must not be used in the house and garden. Biodegradable confetti may be used in the garden.
14. No decorations should be attached to the walls or ceilings.
15. The Foundation reserves the right to refuse any booking request. In addition, if the Foundation needs to cancel any booking due to circumstances beyond its control, every effort will be made to notify the client as soon as possible. The client will, wherever possible be offered alternative dates, however, if these are unacceptable or impractical then a full refund of monies paid to the Foundation will be given. The Foundation has no further liability.
16. Catering should be arranged through one of our preferred providers. Specific permission must be obtained from the Foundation if any other food or drink is to be bought onto the premises and the Foundation must be satisfied that all necessary arrangements have been made to ensure that the food is to be prepared and consumed within an agreed period. Food and drink bought on to the property will be the entire responsibility of the client and the Foundation will not be held responsible for any issues arising from the consumption of such food and drink. Food must not be left for long periods prior to being consumed for health and safety reasons. All uneaten food and any rubbish must be collected and removed for disposal by the client in the appropriate bins.
17. In the unlikely event that any member of the wedding party behaves in an unacceptable or offensive manner they will be asked to leave the premises and no refund will be given. It will be at the discretion of the Foundation to decide what constitutes unacceptable behaviour.
18. Please ensure all cheques are made payable to the ***Erasmus Darwin*** ***Foundation.*** Payments can be made directly into our bank account – Please put your name and date of wedding in the description.

Bank account no. 56193181

Sort code – 53 70 15