

THE LEFT BANK VILLAGE

Weddings – Terms & Conditions

**Ceremony and Wedding Reception at the Left Bank Village on
between**

The agreed sum for your Wedding and Ceremony is outlined in your invoice. This covers the use of the room for your ceremony the for your drinks reception and for your main meal and disco. This amount covers the use of tables, chairs, white linen table-cloths (if required) and linen napkins. Our heating and sound systems would also be available to you at no extra cost. Please note that the quote does not cover the Registrar's fees which need to be paid directly to the Registrar at Hereford Town Hall.

Catering is included as per the invoice. All catering must be provided by The Left Bank Village's team of professional chefs for all food including canapés, wedding breakfasts, hog roasts, evening food, cheese wedding cakes etc. Outside caterers are not permitted. The only exception to this is that Bride and Groom may provide a wedding cake. Please note that we do not offer food tastings.

The bar, bar-staff and all drinks must be provided by the Left Bank Village. We will supply a comprehensive selection of wines, ales and ciders for sale for the event. Drinks are included as per the invoice. Please note the all drinks are now ordered using a smart phone. Drinks cannot be purchased directly from the Bar. Alcoholic wedding favours are strictly not permitted.

Entertainment – The Left Bank Village House DJ. Please let us know if our DJ is required. The cost of the house DJ will then be shown on your invoice.

Accommodation – Accommodation is available in Gwynne House, and if required it will be shown on your invoice.

Set up for the wedding is on the morning of the wedding. Our team will help with this.

You will need to arrange the removal of your items with your coordinator. All items must be removed on the night of your wedding.

We cannot take responsibility for items left behind after an event or left behind the bar at any point. We can't take responsibility for cards and gifts given to you by your guests so please ensure to take care of these belongings yourself.

Weddings & Functions Cancellation Charges etc.

1. Payment of a £1,000 non-refundable deposit is required at the time of booking. OR Payment in full is required at the time of booking for the early payment discount to apply.
2. The balance of payment is to be made by regular instalments as set out in your invoice with 50% of your invoice to be paid nine months before your wedding and the final balance to be paid 4 months before your wedding. A surcharge of 10% is charged for payments received after this time. OR Payment for all other services e.g. additional Catering, Music and Drinks

are due three months prior to the event, a surcharge of 10% is charged for payments received after this time.

3. Six months before your wedding you will be invited in for a wedding meeting with your coordinator so that you can go through all the details and timings of your day. Please note that wedding meetings normally take place during weekday hours between 9:30am-3:30pm so you may need to reserve a half day holiday for this if you work during these hours.
4. Functions cancelled more than 9 months in advance will incur a 25% cancellation fee of your total invoice.
5. Functions cancelled more than 3 months and up to 9 months prior to the wedding will incur a 50% cancellation charge of your total invoice.
6. Cancellations made up to three months prior to the wedding will incur a 100% cancellation charge (payment for the invoice in full).
7. Charges are calculated as a percentage of the total booking value including extras either at the time of cancellation or the value of the first invoice, whichever is highest.
8. Final numbers are required 30 days prior to the event (this will be the minimum number charged).
9. Due to hygiene policy, please note that food items can only be left on display for a maximum of four hours, after this time the food must be binned. We cannot keep food that has been on display. We are unable to serve any food items not prepared or supplied by ourselves, excluding wedding cakes, however we do reserve the right not to serve any such cakes which we feel would be a risk to health.
10. Damage to linen such as cigarette burns & candle wax will result in the full replacement costs at the current rate.
11. Please note that we will not cater for guests with severe allergies. Guests with severe allergies must bring their own food in a sealed container to avoid cross contamination.

Cancellation or Postponement

We insist that you take out wedding insurance to cover the unfortunate event you have to cancel or postpone your wedding booking. Anything might happen, the obvious scenarios are serious injuries or illness involving the Bride or Groom or a very close relative. Even maybe another Pandemic. We also insist that your insurance includes Third Party / Public Liability Cover. Some guests may damage their clothing by snagging or candle wax. We will refer any claims for damage to guest's property to the Bride & Groom. Your insurance will cover this.

Wedding postponements need to be treated as if it is a cancellation and a simultaneous re-booking. The cancellation charges are listed above. The minimum charge for a postponement is the forfeiture of the original wedding venue charge, with the addition of the venue charge for the replacement day. This is non-negotiable. To be clear, if an unfortunate event occurs and you need to postpone, you must pay the full postponement charge, you will not be offered a complementary move.

You will be offered an alternative wedding date without additional charges if your proposed wedding date becomes subject to a government instruction that weddings are either banned or restricted to less than 50 guests on the actual date of your wedding.

Wedding Insurance. You must take out insurance to fully cover both the cost of your wedding having to be postponed or cancelled, and also to cover third party claims for accidents and injuries. Insurance during the Covid 19 outbreak for cancellations can be hard to find. The Left Bank can offer postponement insurance for a fee of £500. The fee needs to be paid at the time of booking and cannot be applied retrospectively. The Left Bank will then provide a replacement wedding day at a future date for no additional charge in the event that you are unable to hold your wedding due to an outbreak of infectious or contagious disease, injury or sickness of the prospective marriage or civil partners, or injury or sickness of up to eight nominated members of your wedding party which would make it inappropriate to continue the wedding. The nominated members need to be named at the time of booking.