A FORMER CHURCH

NORWICH HOME OF CEREMONIES

**BOOKING FORM**

|  |  |
| --- | --- |
| **Contact Details:**Names: Address: Email:  | **Phone Numbers:** Home: Work: Mobile:  |

**CEREMONY**

|  |  |
| --- | --- |
| Type of ceremony: |  |
| Day of ceremony: |  |
| Date of ceremony: |  |
| Time of ceremony: |  |
| Duration of venue hire: |  |
| Number of guests: |  |
| Use of bar facilities: |  |
| Disabled access/assistance required: |  |

**VENUE HIRE**

**(Inclusive of VAT)**

|  |  |
| --- | --- |
| **Deposit:** A non-refundable reservation fee of 50% of total cost is required.(For ceremonies within 4-weeks of booking full payment is required)  | £300 for 2 hour hire (weekdays)£450 for 4 hour hire (weekdays)£500 for 2 hour hire (weekends and bank holidays)£750 for 4 hour hire (weekends and bank holidays) |
| **Weekdays:** | 2 hour ceremony hire: £600\*4 hour ceremony hire: £900\* |
| **Weekends and Bank Holidays:** | 2 hour ceremony hire: £1000\*4 hour ceremony hire: £1500\* |

\*Extra hire – 2 x portaloos: £100 extra (optional)

**Any additional notes:**

**Office Use Only:**

Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total fee due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   By date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date balance paid:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter/email confirmation sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS AND CONDITIONS FOR VENUE HIRE**

**1. THE CONTRACT**

 1.1 Your contract is with the Flint Room, Ber Street, Norwich, Norfolk NR1 3HB

1.2. In these terms, ‘venue’ means the venue at the Flint Room where your ceremony is agreed to be held.

1.3 ‘Ceremony’ refers to any of the following; wedding, civil partnership, baby naming, renewal of vows, celebration of a loved one’s life or funeral. All ceremonies will be held without any religious elements as the venue, as a church, has been deconsecrated.

**2. BOOKING AND PAYMENT TERMS**

2.1 All written communications by you to us must be sent by e-mail to info@theflintroom.co.uk or first class post to 10 Holly Drive, Norwich, Norfolk NR2 3UY (or to such other address that we may notify to you).  We may send written communications to you at either the e-mail or postal address set out in our booking confirmation.

2.2 We may agree to you making a provisional booking with us, but this is not legally binding on either you or us unless and until a contract is entered into in accordance with paragraph 2.3.

2.3 Your booking is confirmed on receipt of your signed acceptance of our terms and conditions, together with your completed booking form and relevant deposit payment. Once received we will counter sign and return to you; indicating acceptance and receipt of deposit.

2.4 There will be an email sent to you 8 weeks prior to the wedding; this will outline the payments made to date and the outstanding payments. You will be expected to adhere to the schedule of payments, if you fail to do so we reserve the right to cancel your booking.

2.5 Payments can be made with cash or bank transfer.

2.6 We appreciate that on occasions someone else (such as a parent) may wish to make payments due to us on your behalf. We are happy to accept such payments, but please note that unless we agree otherwise with you in writing you are legally responsible for any payments due to us.
2.7 It is your responsibility to contact and book the relevant third parties for your ceremony i.e. registrar and this is recommended prior to booking the venue.

2.8 Final numbers are to be confirmed 7 days prior to the event.

2.9 All staff costs are included in the venue hire fee.

**3. CANCELLATION**

3.1 In the unlikely event you wish to cancel your booking, you must do so in writing, as stated in paragraph 2.1, and the provisions in the next paragraph shall apply.

3.2 Please note that the non-refundable deposit will be retained as a cancellation fee.

3.3 We reserve the right to cancel your booking in the event of any damage or destruction of the venue by fire or any other cause beyond our control, which would prevent us from fulfilling our obligation in connection with your booking. If this unfortunate situation was to occur all deposits and down payments will be returned.

3.4 The venue will not be responsible for any consequential or third party loses.

**4. VENUE DETAILS AND REQUIREMENTS**

4.1 The venue seats 120 guests in the ceremony room (not including the bride and bridegroom). This complies with the health and safety laws. No more guests are permitted to enter the venue.

4.2 Access to the venue is allowed one day before the wedding by appointment with the venue owners.

4.3 The hire of glasses and arranging of drinks i.e. alcohol and soft drinks, is the responsibility of the clients. Alcohol can be consumed on the premises and venue grounds however the venue is currently not licensed for the sale of alcohol.

4.4 It will be the client’s responsibility to specify and liaise with the sub-contractors (taxis, photographer, registrar, etc.) and all service providers must be approved by the venue prior to booking. Firms that are not known to the venue can be approved by the owner’s discretion and may be asked to meet the venues owners before they are accepted as service providers.

4.5 The client and guests will have use of the venue for 30 minutes before the agreed 2 or 4 hour hire time and 30 minutes after the agreed time and should vacate the venue after the agreed time has passed.

4.6 Confetti is allowed at the venue however must be biodegradable and preferably natural flower petals.

4.7 All music at the venue must finish by 8pm and guests to vacate the venue and grounds at this time.

4.8 There is electricity at the venue however currently no running water. If requested, the hire of portaloo’s in the venue grounds can be arranged. The cost of the portaloo hire will be an additional £100 for 2 x toilets.

**5. PARKING**

5.1 The venue is located in the heart of Norwich (and City Centre zone) so there are many choices in the surrounding areas to park. There is on road parking close by (2-3 hr slots) on Hall Road and City Road and numerous multi-storey car parks within a 15-30 minute walk. Schools including Bignold and Notre Dame are open up to public parking at weekends and school holidays.

5.2 The client (for example, bride) would easily be able to stop outside the venue on either Finkelgate or Ber Street to make their entrance.

5.3 A wedding bus could stop briefly (10 - 15 minutes) on Ber Street or Finkelgate by the church for the purposes of picking up / dropping off wedding guests. It would only be ticketed if it were left unattended and deemed to be parked rather than picking up / dropping off / loading.

**6. HEALTH AND SAFETY**

6.1 No naked flame lit candles are allowed in the venue or lighting of fires outside the venue, including the use of Chinese lanterns which can set fire to dry areas of the venue grounds. We do however allow sparklers outside the property.         6.2 Smoking is not allowed inside the venue; please be respectful when disposing of cigarette ends in the venue grounds and use the receptacles provided.                6.3 The venue is a beautiful historic and grade one listed building. We ask that all clients’ guests behave and treat with respect the venue and grounds. 6.4 The venue has a zero tolerance policy regarding illegal activities, vandalism and rude and abusive behaviour towards the owner or any of their representatives. Illegal activities will immediately be reported to the police. Rude or abusive behaviour or guests behaving inappropriately will be asked to leave the venue and grounds with immediate effect.                                                                          6.5 The clients must remove all rubbish and bottles by 6pm on the following day of hire.

6.6 Any breakages and damages to the venue, grounds and outside ornamentation will be invoiced directly to the client after the event. 6.7Animals are welcome in the venue however it is the owner’s responsibility to supervise and clean up after them.

6.8 All children are regarded as the responsibility of the clients and the children’s parents/legal guardians. All children must remain within the venue and grounds and be supervised at all times. Please be aware that there are busy main roads sounding the venue.

6.9 The venue has public liability insurance.

**7. AGREEMENT AND SIGNATORY**

7.1 You are advised to incorporate time buffers in your timetable in case there is a delay. It may also be useful to have a timekeeper on the day that ensures the programme runs to plan.

7.2 We have the right to amend T&C at any time in the future as the venue develops and takes on new roles and services however will honour the current T&C’s once signed and dated.

7.3 Please confirm the date and time of the ceremony and initial next to the date in the section below:

Ceremony date and time:     \_ \_ / \_ \_ / \_ \_ \_ \_ (Initials) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon sending you deposit we will require a signed copy of the terms and conditions as detailed above and completed booking form. Please print this page off and sign below. We will counter sign it and return a copy to you.**

I ............................................................................................................. (Please sign and print your name) have read and agree to the terms and conditions as stated above.

..............................................................................................Lesley Durant and/or Trish Price on behalf of The Flint Room.

And may we thank-you once again for hiring The Flint Room and will endeavour to make your experience as special as possible. Best wishes from Lesley and Trish