



Terms & Conditions

The Property referred to below means the part(s) of Reach Court Farm Weddings to be used for the Event.

Confirmation

All bookings are considered provisional until cleared payment of the Client's deposit is received, and once cleared, are bound by the Terms & Conditions enclosed in this document.

Agreement

The Owner agrees to rent the Client for the full use of Reach Court Farm Wedding Venue including gardens until midnight or 11pm on the agreed date.

Reach Court Farm Weddings agrees to provide tables and chairs to seat 100 guests, use of the preparation areas for caterers, the garden, tables, chairs, etc. A fully stocked bar and bar staff. Any other service as agreed between the owner and the client, but not listed above.

The maximum capacity for weddings at Reach Court Farm for the afternoon and evening is 200 people.

Under the terms of the licence, music should stop at 00:00 hours (midnight) Saturday and Bank Holiday Sundays or 23:00 hours midweek. As per the venues premises licensing hours.

There shall be no smoking on the premises except in the designated smoking area.

Non amplified live music is permitted outside the venue until 20:00.

The Client is required to provide a list of all suppliers etc. to the owner 1 calendar month before the event.

Charges and Payments

On booking the client shall pay to Reach Court Farm Weddings a non-refundable deposit of £1500.

6 months prior to the event the final balance is due, unless otherwise agreed in writing.

Any postponement does not alter the original terms and conditions.

All cheques are payable to Reach Court Farm Weddings

Cancellation by the Client

All cancellations must be in writing to Reach Court Farm Weddings, St Margarets Bay, Dover, Kent, CT15 6AQ or by email to info@reachcourtfarmweddings.co.uk.

If written cancellation is received by the Owner more than 6 clear calendar months prior to the event; only the deposit shall be forfeited by the Client.

If written cancellation is received by the Owner less than 6 clear calendar months prior to the event, all payments shall be forfeited by the Client.

The Owner advises the Clients to take out wedding insurance to cover cancellation and other contingencies preventing the wedding from taking place.

Liability of the Owner

The Owner shall not be liable to the Client for:

Any temporary defect or stoppage in the supply of public services to the Property, nor in respect of any equipment, plant, machinery or appliances in the Property or garden.

Any loss, damage or injury which is the result of something which is beyond the Owner's control, including (but not limited to) adverse weather conditions, damage caused by animals or other noise.

Any loss, damage or inconvenience caused to or suffered by the Client if the Property shall be destroyed or substantially damaged before the start of the Event and in any such event the Owner shall, within seven days of notification to the Client, refund to the Client all sums previously paid in respect of the Event.

In the event of a Force Majeure the Owner shall be entitled to cancel the booking and in so doing shall notify the Client as soon as reasonably practicable.

For the purposes of this clause a "Force Majeure" means any circumstances beyond the reasonable control of the party affected which prevent the Owner from performing the Contract at such times and in such manner as is provided for in these Terms & Conditions.

In the event of the owner cancelling a booking, all sums paid by the Client shall be returned to the Client and the Owner shall not be liable to the Client for any losses including (without limitation) indirect or consequential losses suffered.

The Owners accept no responsibility for any harm or damage caused by the Client, their guests or external suppliers.

Reach Court Farm has public liability insurance to a value of £2,000,000. If you require additional cover please enquire prior to making a booking.

Catering & External Suppliers

Upon booking Reach Court Farm Weddings the Client agrees to book their catering through one of the approved venue caterers listed upon booking. Catering should be arranged a minimum of 12 months prior to your wedding date. If no suitable catering is arranged, the venue has the right to cancel this contract at that time and 100% of the booking deposit will be forfeited by the client

In certain circumstances, Reach Court Farm Weddings may allow the use of an alternative caterer. This must be agreed prior to booking the venue and confirmed in writing by Reach Court Farm.

All caterers and external suppliers must have Public Liability insurance to a minimum of £2,000,000.

The preparation area at Reach Court Farm Weddings is used entirely at the risk of the caterer and their own staff.

All caterers and external suppliers must contact Reach Court Farm prior to entering the Property.

All furniture, equipment, unused supplies and rubbish must be removed from Reach Court Farm within 24 hours of the event finishing unless otherwise agreed.

All catering staff must remove their own rubbish from the venue immediately after the event.

Sound and music must be kept below the 87 decibels limit which has been set by Dover District Council. Please note there is a sound limiter installed in the Venue which will cut the power source if the 87-decibel limit is breached.

Drinks

The Client can supply their own table wine and toast as included in the cost of the venue hire at Reach Court Farm. An agreed amount will be supplied and any unopened wines will be returned to the client on the day following the wedding.

The Venue will serve the Clients table wine during the wedding breakfast. No table wine will be served after 6:00pm, OR, once desserts have been served, OR, once the main course has finished, whichever is sooner, usually to coincide with pouring of toast wine for speeches.

Alcoholic table favours are not allowed, although this can sometimes be accommodated at extra cost. This must be confirmed in writing with Reach Court Farm prior to day of venue hire

Any client or guest found bringing in alcohol which is not agreed as above or purchased from Reach Court Farm Weddings will be asked to stop doing so, and failure to adhere to warnings may result in the guest being asked to leave the premises or the bar at Reach Court Farm closing. This is a serious infringement of the license at Reach Court Farm Weddings.

Any monies owed to the client will be returned within one calendar week of the wedding.

Access

Viewings are by appointment only.

We endeavour to allow the client access to Reach Court Farm at an agreed time prior to the ceremony date for guests to setup and dress the venue.

On the day of the ceremony, access to Reach Court Farm Wedding venue will be available from 8am midweek or 10am Saturdays to allow time for arranging flowers and further decoration.

Under no circumstances should valuables be left in the venue, and further to this, any valuables left in the venue are done so at the clients/suppliers own risk. Reach Court Farm Weddings accept no responsibility for any lost, stolen or damaged items.

Guests are able to leave cars overnight at Reach Court Farm at their own risk. Any cars must be picked up before 11:00am on the day following the event.

General

The Client and his guests agree to treat Reach Court Farm, the grounds and the contents with care, to respect the privacy of its residents and shall not interfere with or gain / attempt to gain access to those parts of Reach Court Farm that have not been hired or those that are indicated to be unauthorised by the Owner.

All damage done to the Property and to the adjoining or neighbouring property, whether arising directly or indirectly from use of the Property for the event booked must be made good. Following any failure to do so, the Owner reserves the right to make good such damage, the cost of doing so to be met by the Client.

During the course of the Event, should the Client or any of his/her guests be unable to correct or stop any poor behaviour or activities unacceptable to the Owner, the Owner or their representative reserves the right to either: Require the person(s) involved to leave the grounds immediately and/or Terminate the Contract immediately, requiring the Client and all the Client's guests immediately to leave the Property.

In the event of such termination of the Contract no monies will be refunded and the full amount of payments and charges shall be payable by the Client. The Owner's decision shall be final.

The Owner accepts no responsibility for any loss of or damage to the personal property and vehicles of the Client or any of his guests or employees who are advised to pay attention to the security of their belongings and vehicles.

Clients/guests belongings left onsite will be disposed of after 2 weeks.

The Client shall not display or affix anything to, attach or otherwise decorate any part or the whole of the Reach Court Farm Wedding Venue without the prior written approval of the Owner. Any additional signage erected with such approval must be removed within 24 hours of the Event finishing unless otherwise agreed.

Reach Court Farm reserves the right to revise the Terms and Conditions. If this occurs, a revised set will be sent to the Client prior to the Wedding date.

Terms of Use – Saturday Wedding

General

- Venue access hours are from 11:00-19:00 on Friday for setting up and from 10:00 on the wedding morning. Additional hours are to be agreed by Reach Court Farm Weddings.
- Wedding ceremonies at the venue are to be held from 2pm onwards unless otherwise agreed in writing by the Venue.
- Reception only events are to be held from 2pm onwards unless otherwise agreed in writing by the Venue.
- The Venue will officially open for guest access a maximum of 45 minutes prior to the event start times listed above unless otherwise agreed in writing by the Venue.
- Clients are able to access the venue on the morning after the event to collect belongings and to clear their decorations from the venue.
- Any items left in the venue are done so entirely at the clients own risk
- Reach Court Farm must be notified of any deliveries/pickups that are likely to occur, such as flower, cake, additional tables/chair deliveries, photo booths, band, etc.
- All decorations must be approved by Reach Court Farm before being put up. Please do not attach or drill anything into walls or doors without written approval.
- All cars left overnight must be collected on the following day before 11:00am. Campervans/motorhomes or similar are not permitted to be left overnight at Reach Court Farm.
- Taxis should be ordered for midnight. The venue will close doors at 00:15. Please ensure all your guests have booked taxis home in good time, it is not uncommon to wait up to two hours for taxis at Reach Court Farm if booking them after 23:00.
- Last orders at the bar is 23:30.
- The DJ/Band will be asked to reduce the music volume slightly from 23:30 and the lights will slowly be turned up between 23:30 and 00:00, the music will stop at 00:00 hours, this is to comply with licensing laws. Please ensure all bands and DJs are able to pack away their equipment within 30 minutes of closing time.
- Prices are based on seating 100 guests. Maximum venue capacity for wedding breakfast is 100 for a wedding with ceremony and 120 without. The total evening capacity is 200 people.
- Guest numbers over 100 people for the wedding breakfast will be charged per additional 10 people to cover and include the following: standard welcome drinks package, 1 round table, chairs, all tablecloths, napkins, and glassware for a reception only.

101 - 110 guests will incur an additional £250
111-120 guests will incur an additional £500 (no ceremony on site).
121 – 130 guests please contact venue.
131 – 140 guests please contact venue.
- We work with a pre-approved set of selected caterers at the venue (please see website for latest approved caterers). In certain circumstances, we may consider an alternative caterer, this must be agreed prior to booking the venue and confirmed in writing by Reach Court Farm. Additional fees may

apply. Catering should be arranged a minimum of 12 months prior to your wedding date. If no suitable catering is arranged, the venue has the right to cancel this contract at that time and 100% of the booking deposit will be forfeited.

- There will be no access to the kitchen, bar or storage area for guests on the day of the wedding unless otherwise agreed in writing by Reach Court Farm Weddings.

Alcohol/Kitchen/Storage

- Table Wine: An allowance of 4 bottles of table wine per table of 10, up to a maximum of 40 bottles per 100 people. (Please multiply your final attendance number by 0.4 to get your wine allowance.) – No corkage.
- Toasts: Champagne or any similar style of sparkling wine, 7 glasses per bottle to a maximum of 18 bottles per 100 people. – No corkage.
- Soft drinks: Unlimited own supply alongside table wine during wedding breakfast, soft drinks included as part of our package are for welcome drinks only.
- Beer and Cider: are not permitted for own supply.
- Spirits: Spirits (or similar) are not permitted for own supply.
- Serving: Venue staff will serve all welcome drinks, table wine, toasts, etc.
- Alcoholic table favours are not allowed, although this can sometimes be accommodated at extra cost. This must be confirmed in writing with Reach Court Farm prior to day of venue hire
- All consumption of own supply of alcohol and soft drinks will finish at 18:00 or after the wedding breakfast, to be agreed with Reach Court Farm. All own supply of alcohol will be removed from tables at this time.
- Any own supplied alcohol which has been unused will be stored for collection on the following day – this is very important in order to comply with our licensing laws that no alcohol is taken from the premises until the following day.
- Any guests found drinking any own supplied alcohol either in the venue or surrounding gardens and car parks which has not been agreed by Reach Court Farm Weddings will be asked to stop doing so, failure to comply may result in the bar closing, guests being asked to leave, or in extreme cases, the wedding venue closing early. This is a serious breach of the license at Reach Court Farm.

Charges and Payments

- To book, the client shall pay Reach Court Farm Weddings a non-refundable deposit of £1500.
- Upon receipt of deposit, clients shall be bound by these Terms of Use and full Terms & Conditions as found on our website.
- 6 months prior to the event the final balance is due, unless otherwise agreed in writing.
- Any postponement does not alter the original terms and conditions.
- All cheques are payable to Reach Court Farm Weddings.

Terms of Use – Midweek Wedding

General

- Venue access hours are from 08:00am on the day of the booked wedding. Additional hours are to be agreed by Reach Court Farm Weddings.
- Wedding ceremonies at the venue are to be held from 2pm onwards unless otherwise agreed in writing by the Venue.
- Reception only events are to be held from 2pm onwards unless otherwise agreed in writing by the Venue.
- The Venue will officially open for guest access a maximum of 45 minutes prior to the event start times listed above unless otherwise agreed in writing by the Venue.
- Clients must collect their belongings and clear decorations from the venue by 10am at the latest on the day following the wedding. Collection time should be agreed with Reach Court Farm in advance.
- Any items left in the venue are done so entirely at the clients own risk
- Reach Court Farm must be notified of any deliveries/pickups that are likely to occur, such as flower, cake, additional tables/chair deliveries, photo booths, band, etc.
- All decorations must be approved by Reach Court Farm before being put up. Please do not attach or drill anything into walls or doors without written approval.
- All cars left overnight must be collected on the following day before midday. Campervans/motorhomes or similar are not permitted to be left overnight at Reach Court Farm.
- Taxis should be ordered for 11pm. The venue will close doors at 11.15pm. Please ensure all your guests have booked taxis home in good time.
- Last orders at the bar is 10.30pm.
- The DJ/Band will be asked to reduce the music volume slightly from 10:30pm and the lights will slowly be turned up between 10:30pm and 11pm, the music will stop at 11pm, this is to comply with licensing laws. Please ensure all bands and DJs are able to pack away their equipment within 30 minutes on closing time.
- Prices are based on seating 100 guests. Maximum venue capacity for wedding breakfast is 100 for a wedding with ceremony and 120 without. The total evening capacity is 200 people.
- Guest numbers over 100 people for the wedding breakfast will be charged per additional 10 people to cover and include the following: standard welcome drinks package, 1 round table, chairs, all tablecloths, napkins, and glassware for a reception only.

101 - 110 guests will incur an additional £250
111-120 guests will incur an additional £500 (no ceremony on site).
121 – 130 guests please contact venue.
131 – 140 guests please contact venue.
- We work with a pre-approved set of selected caterers at the venue (please see website for latest approved caterers). In certain circumstances, we may consider an alternative caterer, this must be agreed prior to booking the venue and confirmed in writing by Reach Court Farm. Additional fees may apply. Catering should be arranged a minimum of 12 months prior to your wedding date. If no suitable

catering is arranged, the venue has the right to cancel this contract at that time and 100% of the booking deposit will be forfeited.

- There will be no access to the kitchen, bar or storage area for guests on the day of the wedding unless otherwise agreed in writing by Reach Court Farm Weddings.

Alcohol/Kitchen/Storage

- Table Wine: An allowance of 4 bottles of table wine per table of 10, up to a maximum of 40 bottles per 100 people. (Please multiply your final attendance number by 0.4 to get your wine allowance.) – No corkage.
- Toasts: Champagne or any similar style of sparkling wine, 7 glasses per bottle to a maximum of 18 bottles per 100 people. – No corkage.
- Soft drinks: Unlimited own supply alongside table wine during wedding breakfast, soft drinks included as part of our package are for welcome drinks only.
- Beer and Cider: are not permitted for own supply.
- Spirits: Spirits (or similar) are not permitted for own supply.
- Serving: Venue staff will serve all welcome drinks, table wine, toasts, etc
- Alcoholic table favours are not allowed, although this can sometimes be accommodated at extra cost. This must be confirmed in writing with Reach Court Farm prior to day of venue hire.
- All consumption of own supply of alcohol and soft drinks will finish at 18:00 or after the wedding breakfast, to be agreed with Reach Court Farm. All own supply of alcohol will be removed from tables at this time.
- Any own supplied alcohol which has been unused will be stored for collection on the following day – this is very important in order to comply with our licensing laws that no alcohol is taken from the premises until the following day.
- Any guests found drinking any own supplied alcohol either in the venue or surrounding gardens and car parks which has not been agreed by Reach Court Farm Weddings will be asked to stop doing so, failure to comply may result in the bar closing, guests being asked to leave, or in extreme cases, the wedding venue closing early. This is a serious breach of the license at Reach Court Farm.

Charges and Payments

- To book, the client shall pay Reach Court Farm Weddings a non-refundable deposit of £1500.
- Upon receipt of deposit, clients shall be bound by these Terms of Use and full Terms & Conditions as found on our website.
- 6 months prior to the event the final balance is due, unless otherwise agreed in writing.
- Any postponement does not alter the original terms and conditions.
- All cheques are payable to Reach Court Farm Weddings.