



Southlands Farm  
Southland Lane  
West Chiltington  
West Sussex, RH20 2JU  
07818326189

## *Southlands Barn*

### Terms and Conditions of Hire

**Venue Address:** Southlands Farm, Southlands Lane, West Chiltington, West Sussex, RH20 2JU

**In this document:**

**THE BARN/BARN:** Refers to Southland Barn, West Chiltington

**WE/US/OURS/THE FARM/FARM:** Refers to B F Armstrong & Son & Crown's Mobile Bars & Events Ltd as the landlord.

**YOU/YOUR/YOURS:** Refers to you as any one of the hirers of Southlands Barn whether it be solely, jointly or groups.

**Disclaimer:** Crown's Mobile Bars & Events Ltd T/as Southlands Barn & B F Armstrong & Son do not accept any liability or responsibility for injury to any persons, or for loss or damage, arising directly or indirectly to the hire of Southlands Barn.

**Hire:** The hire of Southlands Barn consists of the use of the Southlands Barn, the Courtyard, the Pool Room, the Dining Hall, Bridal Get Ready Room, associated car parks and the area directly in front of Southlands Barn. The fields surrounding Southlands Barn are available for photography.

The hire of Southlands Barn ***does not*** include the entire property, just the areas listed above. Couples, or their guests found outside the listed areas may result in a deduction from their security deposit.

**Use of Barn:** The barn is only permitted for use of legitimate and legal events such as weddings, parties, personal and business use.

**Hours of use:** Access to Southlands Barn is available on the days of hire from 7am to 10pm the day before, 7am till midnight on the wedding day and 7am until 4pm on Sundays.

**Three Day Hire:** Commences at 7am to 10pm the day before the event, and departure before 2pm following the day of the event (unless otherwise agreed). All vehicles are required to have left the premises by the end of the hire period.

**Two Day (Mid-Week) Hire:** Commences at 7am the day before the event and departure is by Midnight the day of the event. All vehicles are required to have left the premises by 10am the morning after your event. (unless otherwise agreed)

**Music:** The cut off point for ALL music is 11.00pm. Please advise bands and DJ's that Southlands Barn has sound limiters in place. All bands and DJ's will set up in the Sussex Barn.

**Getting Here:** We request that the hirer informs all its guests that the lane leading to Southlands Farm is narrow and bendy in parts. The roads are shared with dog walkers, walkers, cyclists, horse riders and wildlife. Please drive slowly and carefully.

**Parking on Southlands Farm:** All parking on the farm property is done so at the vehicle owner's risk. Southlands Farm is a working farm and is not liable for any damage or theft involving vehicles parked on the farm. This includes any vehicles left unattended overnight.

**Suppliers & Third Party Companies:** We permit you as the hirers of Southlands Barn to use caterers, marquee companies, music providers and other external organisations of your choice. We require copies of their Public Liability Insurance from any outside companies you use; these must be in date at the time of the event. Crown's Mobile Bars & Events Ltd is not responsible or liable for any external companies used by the hirer.

**Alcohol:** All alcohol will be supplied by Crown's Mobile Bars & Events Ltd. Any alcohol brought on to the premises will be confiscated and charged at the bar rate which will be deducted from the security deposit. In line with our Premise License, sale of alcohol ceases at 11pm.

**Illicit Drugs:** Illicit Drugs are **ILLEGAL** and are **NOT** permitted on site. Any person caught on site with illicit drugs will be removed from the premise and this will result in an automatic loss of your security deposit.

#### **Hazards:**

**Lakes and Water** – There are deep lakes and water troughs on Southlands Farm, some are very close to Southlands Barn. We highly recommend you make your guests and other visitors aware of these hazards, especially when younger children are concerned.

**Farm:** This is a working farm and can pose many hazards, including farm equipment and animals such as Dogs, Peacocks and Cows. You are **NOT** permitted to bring any animals on to the property (unless by special arrangement)

**Cleaning Service:** A discretionary cleaning fee of upto £200 will be deducted from the security deposit for excessive cleaning (Sickness clean-up etc..)

**Cleaning Products:** There are many cleaning products around Southlands Farm for the use of the hirer which could be hazardous to young children. Southlands Barn takes all care to minimise exposure, however no liability will be accepted.

**Payments:** The £1000.00 security deposit is due at the point of booking to reserve your chosen date. This is in addition to the hire charge for the barn and will be refunded subject to any cleaning or damage deductions (see below), by paying the security deposit automatically accepts our Terms and Conditions.

- The hire charge is to be paid in two instalments as follows:
  - 50% six months prior to the month of hire
  - 50% four months prior to the month of hire
  - Please note our cancellation and postponement policy below
- Deposits held do not incur interest
- Standing orders can be set up to pay monthly until your wedding date

**Wine Tastings-** We offer a free wine tasting evening for our barn venue couples who purchase one of our standard drinks packages (Gold, Diamond, Platinum). If couples choose to go with any other limited drink option, there will be a £50 charge per guest for the wine tasting, which will be taken from the security deposit.

**Wedding Insurance:** All couples must take out wedding insurance that covers “venue hire”. By signing these Terms and Conditions you confirm that you have purchased Wedding Insurance.

**Cancellation & Postponements:** Whilst we hope you will not need to cancel or postpone your event please be aware of the following:

- **Cancellation** – Your deposit will be refunded subject to an administration fee (see below) if a cancellation notice has been submitted in writing from you no later than 12 months prior to the event date. Less than 12 months notice, refunds will not be given.
- **Postponement** –If a postponement notice has been submitted in writing no later than 12 months prior to the event date, they will be subject to an administration charge (see below) and the deposit amount and hire charge will be that of the rates that apply to the new date which maybe higher than your original booking. Less then 12 months, the cancellation policy applies and refunds will not be given.
- **All cancelations and postponements carry a £50.00 administration charge.** If you are cancelling, we will deduct this from your deposit if a refund is due (more than 12 months). If you are postponing, you will be sent an invoice which will require immediate payment for us to move your booking to your new date providing the barn is available.

**Deposit Refund:** Only if the barn is handed back in the exact same condition in which you checked-in i.e. clean, undamaged and all rubbish removed from the farm, will a full refund of the deposit be returned. Any cleaning, waste services or damage repairs will be deducted from your deposit accordingly. Any damage value in excess of the deposit will be charged to the hiree for immediate payment.

**Force Majeure:** Crown’s Mobile Bars & Events Ltd shall not be held liable for failure of, or delay in supplying its obligations under this agreement if such failure or delay is an **Act of God**, such as earthquake, hurricane, tornado, flooding, or other natural disaster, or in the case of war, actions of foreign enemies, terrorist activities, labour dispute or strike, government sanction, blockage, embargo, or failure of electrical service.

**I/We have read and agree to the above Terms and Conditions as laid out in the document. I/We are aware that any breach in these rules could result in the refunding of the deposit being withheld and in extreme circumstances further recovery costs incurred by Crown's Mobile Bars & Events Ltd to rectify any damage or other whether caused by yourself or any person or animal invited on to Southlands Farm by you.**

Hirer 1:

Hirer 2:

|            |  |            |  |
|------------|--|------------|--|
| Signed     |  | Signed     |  |
| Print Name |  | Print Name |  |
| Date       |  | Date       |  |