

## TERMS & CONDITIONS

The following terms and conditions apply to all conferences and special events held at Wilson's Mill Garden.

<b>CONFIRMATION OF BOOKINGS</b>	All <b>reservations need to be confirmed 20 working days prior to the function</b> , otherwise the management reserves the right to cancel the booking and allocate the venue to another client.
<b>NUMBERS TO CONFIRM</b>	To ensure our maximum efficiency, a guaranteed number of guests is required <b>one full working day prior to the event</b> . This will be regarded as the minimum number <b>for catering and charging</b> . Extra people will be charged at the per person rate.
<b>INSURANCE</b>	Wilson's Mill Garden will take all necessary care, but accepts no responsibility for damage or loss of merchandise left in the Garden prior to, during or following functions. Organisers should arrange their own insurance.
<b>DAMAGE</b>	Organisers are financially responsible for any damage sustained to Wilson's Mill Garden property during functions. Use of walls, trees or garden furniture for display of material is not permitted. Extreme care must be taken with glass and glass bottles. Breakages must be cleared up properly by hirer and the owner notified.
<b>RENTAL</b>	Rental charges are dependent on time period required, number of guests/visitors in attendance and overall requirements. We will be pleased to provide rates on request.
<b>PRICE VARIATIONS</b>	You will be notified of any unavoidable price changes for your event/tour not later than 30 days before your booked date. Every endeavour is made to maintain prices as originally quoted to you, but they are necessarily subject to alteration, particularly where bookings are made well in advance.
<b>DEPOSIT</b>	To secure a reservation for Wedding Photos or a Wedding Ceremony a non-refundable deposit is required 60 days prior to the event.