



TA MILL EXCLUSIVE WEDDING HIRE TERMS AND CONDITIONS

1. Confirmation and Deposits

To confirm your reservation for Exclusive Hire of Ta Mill please return a signed booking form and a deposit of 25% for the Exclusive hire rate.

2. Payment schedule

Deposit	25%	Due on booking
1st payment	25%	6 months prior to your wedding
Remaining balance	50%	8 weeks prior to your wedding
Damages deposit	£500	due 2 weeks prior to your wedding

3. Damages Deposit

A £500 damages deposit is due 2 weeks prior to your exclusive hire period. Your damages deposit will be refunded less any claims up to 2 weeks after your stay.

4. Licensed for Civil Ceremonies and maximum numbers

We are licensed for Civil Ceremonies in two indoor venues. The courtyard room is licensed for up to 100 guests and the drawing room of Ta Mill House up to 20. You can also choose one of our outdoor venues which includes our lodge pegoda with guests seated on the lawns in front of the lake and Ta Mill House porch with your guests seated in the garden. If there is forecast for rain and your ceremony numbers exceed 100 a canopy may need to be erected in these areas to cover your guests during the ceremony.

Evening reception numbers must not exceed 150 (please enquire for larger numbers). Parking restrictions apply for numbers exceeding 80. All maximum numbers include the Bride and Groom.

5. Wedding Co-ordinator

We are on hand to help! As part of your package you will receive up to 10 hours with our wedding co-ordinator. Wedding meetings on site must be booked in advance.

6. Accommodation

The venue hire cost includes accommodation for up to 30 people (including adults and children) plus 2 babies. Cots can be hired at £15 each or you can bring your own travel cots (only certain accommodation is suitable for cots). Accommodation includes Ta Mill House, Forge cottage and a choice of 5 lodges and cottages. Additional guests can be accommodated but will be charged between £45 – £70 per person per night – **based on sharing a 4 person lodge for 2 nights**. Ta Mill can accommodate up to 60 guests, including 2 free put-u-ups. Accommodation is available **from 3pm on the first day of hire and must be vacated by 11am on the departure date**.

We require a full list of guests names who will be staying in the accommodation 2 weeks prior to your wedding. Please state if any of the guests are children. Electricity costs in some accommodation will apply, please refer to accommodation information sheet. We do not allow camping or caravans or camper-vans. **Pets are generally not allowed on site on wedding days as they cannot be left unattended in the accommodation, but please enquire as we can arrange to look after any dogs on site, with prior notice in certain accommodation.**

Guests are asked not to remove furniture, crockery, cutlery or any other items from the accommodation. Breakages, losses or damage will be deducted from the breakage deposit. Please ensure the guests are aware of the site and accommodation terms and conditions.

7. Marquee hire

You can erect a marquee in the courtyard area or on the marquee lawn where there is an electricity supply. Marquees must be erected and dismantled within your exclusive hire times. We can allow marquee vehicles on site from 10am on the first day of hire and marquees must be dismantled by 2pm on the departure date. Caterers must liaise with the marquee company to ensure that equipment is delivered after the marquee is erected. There is a lawn hire charge of £350 for a marquee erected on the lawns. **You are requested to hire marquees from one of our preferred suppliers. You will need to hire portable toilets if you hire a marquee or if your evening numbers exceed 80.**

8. No Corkage Charge

Supply your own wines and drinks for your day guests, with no corkage. All Evening Receptions require a manned, formal bar set-up. We can recommend Mobile Bar Suppliers. If you elect to have a 'paid for bar' on site please check that the supplier of the bar is licensed to sell alcohol. If not, a temporary alcohol license may be required at an additional cost. If you supply your own alcohol you are expected to **remove glass bottles, cardboard and tins. If you would like us to dispose of these items a £35 charge will be applied.**

9. Suppliers

You are responsible for all of your suppliers. We require a completed wedding planner document 1 month prior to your wedding. An itinerary of suppliers arrival and departure times and contact details for the day is due 1 week in advance of your wedding. Suppliers can only arrive to set up during your exclusive hire period, unless previously agreed.

You must ensure that all suppliers booked for The Hire Period are in possession of a Public Liability Insurance document and the equipment used for The Hire Period is Portable Appliance Tested (PAT). This includes bands, DJs, equipment hire and photographer. A copy of this policy must be supplied to the venue. We will refuse permission to any suppliers who do not have Public Liability Insurance and whose equipment is not PAT tested. Hired equipment, including catering equipment, must be removed from site within your exclusive hire period unless by prior arrangement.

10. Bar and Music License

Our bar licence and music licence run alongside each other. If you have booked a **live band or a DJ with amplified music then music must finish strictly at 00:00**. You are welcome to carry on celebrating with 'low volume' music after this time.

You are responsible for informing suppliers of these Terms and Conditions.

11. Car parking

We have parking facility for 30 cars at Ta Mill. Although we may be able to accommodate additional cars on a dry day, this cannot be guaranteed. For evening receptions exceeding 80 people, alternative transport services may be required to 'taxi' people from a local town.

Please speak to us about local companies who we recommend. Guests who will not be staying on site need to be given information about alternative accommodation and taxis/ coaches **must be organised well in advance**. It is highly unlikely that guests will be able to book a taxi last minute. **All non residents are requested to leave site by 00:00. It is advisable to hire a coach for larger numbers. Please do not leave transport arrangements entirely to your guests to organise or this may lead to disappointment.**

Vehicles must not obstruct the 'turning circle' in the carpark at any time. Space must be kept for emergency vehicles.

All cars are left at the owner's risk. We accept no responsibility for cars parked at Ta Mill.

12. Site Safety

You are responsible for informing guests with young children to take appropriate precautions. Ta Mill is not responsible for the safety of children or guests on site. We can arrange for baby-sitters at an additional cost, with at least 1 month notice.

13. Chinese Lanterns/Fireworks

Unfortunately we do not allow Chinese lanterns. We do however allow fireworks. We can supply a short display for you for £250. If you wish to book your own firework company then we need them to come for a site visit and see their public liability and insurance details before you confirm them. We have approved suppliers available.

14. Site decoration

No nails, pins, sellotape or glue are permitted to be used unless by prior permission. Please use string or cable ties where possible but avoid hanging off lights or heaters. All decoration must be removed before departure.

15. Clearing Up/Rubbish

We ask you to arrange with your suppliers/caterers to remove any rubbish that is generated during your wedding day, including glass drinks bottles. Please be aware that it is the bride and groom's responsibility to leave the site tidy. **Confetti must be biodegradable** or real dried petals. If you throw non biodegradable confetti then you may be charged a clean up fee.

You may be charged for excessive site cleaning or for the disposal of any rubbish, decorations or glass bottles that are not removed from the site. We can provide a site cleaning service for a small charge - please enquire. You are not expected to clean the accommodation.

16. Hot Tub Hire- on request

The hot tub and swim spa are site facilities and can be available for use by yourselves and your guests during your stay, with the provision of 10 gowns. Guests are asked to bring additional gowns and flip-flops. The maximum number of people in either facility at any time is 5 and the hot tub is not suitable for children under 12 years of age. Children over 7 years of age can use the Swim Spa but they must be accompanied by an adult (who is in the water) at all times. The hot tub is available from 3pm -10pm on the day of arrival and from 9-11am on the 'wedding day'. **An additional charge of £150 is payable for ad-hoc use during this time.** Guests who are likely to use the hot tub must complete a form.

Please note this facility is restricted to guests staying in the accommodation. Any mis-use of the hot tub will result in the facility being closed.

17. Photographs

We will not publish photographs of any children without your permission. We will liaise with your photographer with a view to publishing your wedding on-line or in a magazine unless you express a wish to the contrary on your booking form.

18. Insurance and Liability

We require you to take out wedding insurance which has £5 million public liability cover. We can recommend companies who offer £5 million public liability. **On booking please send us a copy of your insurance certificate.** We cannot accept liability for injury sustained by any person or for the loss or damage to any property brought onto the premises.

The client will be liable for any loss or damage to Ta Mill or third party property (including items of equipment hired for use by the Client) and for the loss or injury suffered by any person including visitors to Ta Mill and employees, caused by the negligence, wilful act or default of the Client or by any person invited or brought onto Ta Mill by the Client.

19. Cancellation

If you have to unfortunately cancel your booking, then we regret that deposits are non refundable. We will endeavour to sell the exclusive hire dates elsewhere and would therefore be able to refund the balance. If we are not able to resell the dates then you will be liable for the remaining balance.

If, in the unlikely event that we have to cancel your booking due to a venue fire or any cause beyond our control which would prevent us from fulfilling your booking, then your deposit and payments will be refunded.

If you wish to get married on site then you will need to contact the local registrar - Cornwall Registrar office - 0300 1234 181.