



## **Civil Wedding Ceremony**

# **General Information, Contractual Terms and Conditions**

1. To exclusively hire The Cabinet, we ask you to spend a guaranteed minimum amount. This minimum amount reserves The Cabinet for your exclusive use for the day and evening.
2. The minimum spend requirements are:
  - a. Monday – Thursday - £2,500
  - b. Friday - £3,500
  - c. Saturday - £5,000
  - d. Sunday - £3,500
3. A deposit of £1,000 (unless otherwise agreed) to be paid in securing your reservation upon the second meeting which will confirm your reservation. This is non refundable in the event of your cancellation (see cancellation policy below).
4. 75% of the outstanding balance of the initial quote must be paid 6 weeks prior to the confirmed civil wedding ceremony date.
5. The remaining balance of the event is to be paid after the event. This will include the remaining 25% of the initial quote and any variable costs incurred on the day of the event.
6. A discretionary 10% will be added to the total bill as usual.
7. There will be a nominal exclusive hire charge of £250 which covers the license and registration costs including all management administration costs.
8. As we are located in a residential area there are volume restrictions for playing music. We have a decibel meter located within The Cabinet and regularly check to ensure that noise does not exceed 35db within a 40 meter radius of The Cabinet. We do ask you to contact Kevin Hall (Exposure Management on 01767 682925) who is our preferred music entertainment agent to arrange your evening and daytime music requirements.
9. The Cabinets outside music permissions as granted under the 2003 licensing laws, is to finish at 11pm. If outside music is required after this time then a Temporary Event Notice can be sought by The Cabinet management team for a small fee.
10. We have an incomparable global wedding wine list which compliments our overall civil wedding services. We ask that you select wines from this exclusive wedding wine list only. We do not permit arrangements for supplying your own wines nor do we offer a corkage service.
11. All cake stands, knives etc can be provided.
12. In the event of breakages, losses or damages to any glassware or tableware you will be charged for at cost prices.
13. The Cabinet is delighted to be granted our civil wedding ceremony license through North Herts District Council. Please note that you are responsible for applying and booking your ceremony with the registrar.
14. The maximum number of guests to be seated in the main restaurants is 50. We do have an adjoining marquee on to Room 2 which can host a further 24. In addition we have a large rear garden which can host a marquee for up to 250 guests.

15. We do not provide an MC, flowers, photography, limousines, hair, beauty or make up services but would be delighted to recommend to you those professional services which have supported The Cabinet in the past to very high standards. We would ask you to deal direct with these agents as The Cabinet cannot be held responsible for any dissatisfaction arising from these persons and the services they offer.
16. If you provide a list of names, we would be delighted to provide a table plan for you.
17. We have a large car park to accommodate 25 cars approx. We recommend that prior arrangements of guests transfer to and from The Cabinet using recommended taxi or mini-bus services.
18. We do have a 'no fire work policy' due to being located near animals and in a residential area. An alternative laser show can be discussed with our entertainments agent, Kevin Hall.
19. You may leave personal items resulting from the Ceremony i.e. presents and gifts in the 'Snug', however, The Cabinet cannot be held responsible for missing or damaged items.
20. Cancellation policy – in the event of a cancellation of an exclusive function at The Cabinet, a penalty will be charged depending on the cancellation notification period.
  - 6 months prior to the event – No charge
  - 4 months prior to the event – No charge
  - 3 months prior to the event – 25%
  - 2 months prior to the event – 50%
  - 1 month and below prior to the event – 75%
 These penalty charges are based on the minimum spend quote provided for the day in question.
21. Should these terms and conditions meet your expectations we would be delighted to offer you The Cabinet's civil wedding contract to witness mutual signatures binding the agreement as set out in your itinerary.

Signature The Cabinet.....

Signature The Wedding Couple .....

Date.....