

TARIFF AND TERMS & CONDITIONS FOR HIRE OF THE ORANGERY SUITE

<i>Hire of The Orangery Suite and Gardens</i>				
Venue Hire Price for:	Period of Hire	Monday - Thursday	Friday & Sunday	Saturday
Ceremony only	<i>Up to 2 hours</i>	£595	£695	£795
Reception only	<i>Up to 5 hours</i>	£1,995	£2,195	£2,595
Ceremony and Reception	<i>Up to 7 hours</i>	£1,995	£2,395	£2,795

In addition to the stated period of hire, allowance will be made for deliveries, venue set up from 8am on the day and arrival up to an hour before the wedding ceremony. These prices are for 2019/2020 and *include VAT* at the current rate.

Included in the Venue Hire Price:

Exclusive use of The Orangery Suite and grounds

Use of our 10x10m marquee (*available April to October*)

White limewash Chivari chairs, and tables for use in the marquee, plus children's high chairs if required

Wooden gazebo and white folding chairs for outdoor ceremonies

White linen tablecloths and cake table

Red carpet for the ceremony (*indoors*)(*optional*)

Outdoor games and equipment (*inc. croquet, pétanque, table tennis, badminton, beach volleyball, basketball, giant chess, table football, giant connect four and giant tumble tower*)

Use of The Dorset Room for the bridal party

Table plan easel and table numbers

Music player in The Orangery, plus CD/bluetooth player for background music in the marquee

Use of fridge for chilling of drinks

Ample free car parking

Additional Costs:

Catering for the reception meal. If a caterer other than one of our recommended caterers is used, there is a *supplementary fee of £95*. You may supply your own wine, post ceremony and toast drinks (*service charge is dependent on your preferred caterer*)

Fully stocked, licensed bar and staff, if required (*£45*)

Glass hire, if required (*£75*)

Registrar's fee (*for the ceremony*). Please contact Poole Registrars

Flowers, decorative table arrangements and chair covers (*optional*)

Lighting (*£180*) and heating (*£95*) for the marquee (*optional*)

How to Book

1. All provisional bookings for The Orangery Suite will be held for 14 days.
2. Confirm the booking by returning our booking form with a *£495 non returnable* deposit by cheque (payable to *The Orangery Suite Ltd*), cash or bank transfer.
3. An invoice for the final balance will be sent one month prior to the wedding date.

Cancellation Policy

1. All cancellations, postponements and amendments should be confirmed in writing.
2. Cancellations within six months of the wedding date will incur full payment of the venue hire fee.
3. Cancellations between six and twelve months of the wedding will incur 50% of the venue hire fee.
4. You may wish to take out insurance in the unlikely event that you have to cancel your wedding.

Exclusions

Due to environmental, noise and safety considerations, discos, fireworks, confetti, Chinese lanterns and hay bales are not permitted at The Orangery Suite. Bubbles make a good alternative to confetti.

The Orangery Suite Ltd accepts no responsibility for any personal injury, loss of or damage to gifts, personal property or vehicles left at The Orangery Suite.