

Evening party booking form

General information sheet & booking form for evening parties.
(Including wedding celebrations not on day of wedding.)

Please note evening only celebration bookings are only taken during
November, January, and February

Prices

- Venue hire, 2023: £1900 2024: £2000 2025: £2100
- Four holiday cottages for three nights - Optional
2023: £2000 2024: £2500 2025: £2700
- A £500 bond will also be taken. This covers the rare instances where damage is caused during your stay. This will be refunded to you following the function.

What is included?

- Free parking for you and your guests
- Access to the Barn from 6pm - midnight.
- A planning meeting with our Event Manager.
- Event Manager for the duration of your function.
- Two members of staff for the duration of the celebration.
- Use of our furniture to seat up to 80 if required. If you require different or additional furniture you can source this from our suppliers list.
- Glassware and wine coolers.
- Table linen is not included.

Capacity

- Evening celebrations – Maximum 120

Please note that where we feel extra staff will be required, we will add the extra staff cost at a rate of approximately £20 per hour for each staff member. We will discuss this with you in full.

Food

- We can recommend a selection of caterers to suit different budgets and styles.
- If you would like to use your own caterer you are welcome to do so, but please be aware that they will be asked to sign a copy of our catering contract. We will also require a copy of their Public Liability Insurance certificate.
- Caterers will also be expected to supply all crockery and cutlery and waiting staff for your function day. Please ensure your caterer is aware of these points before they quote for you.

Drinks

- Our fully stocked bar will be open for the duration of your function.
- Our licence is until 12 mid-night.
- We can provide arrival drinks, wine & champagne etc for your guests as required
- You may provide your own wine & champagne if you prefer, but you will be charged corkage per bottle.
- You can not supply your own soft drinks & beers etc. We will be able to source particular drinks if required.
- We politely request that you and your guests purchase all their drinks from our bar during your celebration.

The Barn at Brynich



BOOKING FORM (Evening party, including evening wedding celebration, not on day of wedding ceremony)

Once you have confirmed the availability for the date you require please complete this booking form and return it to us, along with your deposit of 20% of the venue hire and 20% of the cottage charge is required (payable 'Brynich Leisure'). Your booking is not confirmed until we have received these items.

Full name.....Mobile no.....

Full name.....Mobile no

Postal address.....Postcode.....

Home tel. no.....

Any other contact numbers

Email.....

How have you paid your deposit? Cheque(s) / Cash/ Card

Day and date of your Function

(if applicable).....

Day and date of your function at the Barn

Expected Arrival time to set up

Function start time

Total Number of Guests for you evening celebration

AdultsChildren (12-18)Children (Under 12).....

Nominated Caterer.....

Type of Entertainment :

Live Band.....

Barn Dance.....

Other.....

Special Requests.....

Is there anything else about your plans for the evening that we should know?

.....
.....
.....
.....
.....

I.....(Print name) would like to book an event at The Barn at Brynich and agree to the above terms and conditions.

Sign Date.....

Member of staff taking booking

For Brynich Use only:

RMS completed BBHC informed? SAGE & Spreadsheet Diary/wall chart

Ref:

Brynich • Brecon

Powys LD3 7SH

01874 623480

admin@brynich.co.uk

www.brynich.co.uk

Terms & conditions of contract relevant to evening functions - including celebrations for weddings not on the day of the actual ceremony (hereinafter referred to as 'the event').

MAKING A BOOKING

For all events at The Barn we require a non-refundable deposit of 20% of the venue hire at the time of booking. Six months before the date of the event you will be asked to pay 50% of the remaining total cost. The remaining venue charge and civil ceremony charge will be payable one month before your event along with any extras such as table linen and extra staff. A £500 bond will also be taken prior to your event. This will be refunded to you unless we are in a position where we need to cover the cost of any damage caused during your stay - for example, damaged carpets in the cottages, broken windows and so on. The bond will also include instances referred to in the 'Payments and Pricing' section of this document where Brynich staff are required to carry out additional tasks on the day of your event, or as a result of the event. The £200 corkage charge referred to within the 'Alcohol in The Barn' section is also covered by this bond. The initial portions of your booking can be paid by cash, credit/debit card or cheque. Cheques should be made payable to 'Brynich Leisure'. The final balance will include all drinks, corkage charges and additional weather dependent items (such as the games package and hay bales) and must be paid for before departure from Brynich at the end of your stay by cash or debit/credit card. A 20% deposit is also required for the cottages at the time of booking, the full balance for the cottages being due eight weeks prior to the arrival of guests. This portion of your booking can be paid by cash, BACS, credit/debit card or cheque made out to 'Brynich Holiday Cottages'.

Please use the following details for BACS payments:

Sort Code: 08-92-50 Account No: 62026394 Account Name: Barn at Brynich

About a month before each payment date you will be sent an invoice by our accounts manager Juliet. If you have any queries regarding payments please call to discuss with Juliet on 01874 623480 or email her at accounts@brynich.co.uk

CONFIRMING YOUR BOOKING

You will be asked to sign this document on confirmation of your booking. Once we receive your deposit we will send you a receipted invoice, a payment schedule, and copies of our caterers' contract and entertainment providers' contract

PRICE GUARANTEE

You will not be charged VAT on the venue hire. All other costs you are quoted will include VAT where applicable. The management wishes to point out that, whilst every effort will be made to maintain the current prices they may be subject to alteration. However the price you have agreed for venue hire will not change once the booking has been confirmed.

PAYMENT & PRICING

The day before your event we will take a swipe of your payment card. This will not result in any monies being taken from your account at this time, (but it could still show as a pending payment by your card provider for up to a week). However, in the event of a failure to pay promptly, this will authorise us to take the owed monies without the need for additional consent. We ask you to note that the venue hire charge includes use of the Barn and its bar, and includes bar staff for your event. Staff time is also included for pre-event planning and ensuring your day runs successfully. If you are planning anything that will require additional Brynich staff time you will be asked to cover this cost. For example, if you decide not to use our furniture, but bring in tables from elsewhere, our staffing costs will increase. Your caterer should take responsibility for serving evening food (and cutting your cake if relevant). If they do not do so, and our staff are required to step in on the day and carry out these tasks an additional charge of £50 for each task will be added to your final bill. Please bear this in mind when planning your budget and the flow of your day and feel free to discuss the likely costs for such things with us at any time.

1. Payment will be payable as set out above.
2. All payments are non-refundable and non-transferable in both date and name.

Brynich • Brecon

Powys LD3 7SH

01874 623480

admin@brynich.co.uk

VARIATIONS TO BOOKINGS

Changes in numbers - It is the responsibility of the client to provide details of estimated numbers attending the event when requested to do so. Final numbers must be provided a minimum of 14 working days before the event. Any increase in numbers after this time will be solely at the discretion of Brynich Leisure. Should you wish to postpone your event, and you inform us at least 12 months before the original date, then your full deposit can be transferred to another date. If your new date falls in a period where the prices are higher, you will pay the new higher price for that period. If you wish to postpone your event within 12 months of the booking, you will lose your deposit and any payments already taken

CLIENT/GUEST USE OF PREMISES

1. Brynich Leisure has statutory obligations which are incumbent upon The Barn relating to Liquor Licensing, Fire Regulations, Health & Safety and others. It is therefore the obligation of the clients and their guests to comply with these requirements and to follow directions by staff at The Barn in relation to them. This includes any restrictions associated with social distancing in place at the time of the event. Failure to comply with the requests of a member of our team will result in you or your guests being asked to leave the premises.
2. All beverages must be supplied by The Barn unless otherwise previously agreed.
3. All food must be served in accordance with HACCP regulations.
4. Clients and their guests shall not act in an improper or disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of the staff. If your guests do not leave promptly you will be charged for additional staff time.
5. Any damage caused during the course of the event or during your stay in the cottages will be charged and the £500 bond, or a portion of it, will be retained to cover these costs.
6. Children must be supervised throughout their visit to Brynich.
7. We expect to have to clean thoroughly after your visit, however, any additional cleaning that Brynich regards as unreasonable will be charged for.
8. Firework displays are not permitted.
9. Sky lanterns, and helium balloons are not permitted.
10. Drones are not permitted unless agreed in writing by Mark Jones prior to the event and operated by someone in possession of a drone licence
11. We ask you to refrain from using plastic foil filled balloons, plastic straws, cutlery & plates or products made from polystyrene as they are harmful to the environment.
12. All kinds of confetti used, table or otherwise needs to be biodegradable.

LICENSING HOURS

Owing to our licensing conditions, the bar will stop serving and music must end promptly at midnight. The Barn must be totally vacated by 12.30am. After this time you will be charged at a rate of £20 for every 15 minutes increment for the extra time staff are required.

ALCOHOL IN THE BARN

We must insist that you and your guests purchase all drinks from our bar during your event. In the past we have had an issue with guests bringing their own drinks into the Barn, or using drinks that they have in the cottages. This puts us in breach of licensing laws. Any drinks found on the premises that have not been purchased from our bar will be subject to a flat rate corkage charge of £200. This will be retained from your £500 bond. We sincerely apologise for this, but we simply cannot afford (legally or financially) for this to happen.

We may be able to source particular drinks outside our standard range. These will be quoted for by your Events manager on request. You will be liable for the cost of any that remain unsold at the end of the night at a rate to be agreed. Any keg deposits, delivery charges etc will also be chargeable.

Bar tabs are not permitted.

CANCELLATION

Cancellation by the client

In the event of a cancellation by the client, all payments made are non-refundable, therefore we strongly advise that event cancellation insurance is taken out. In all instances cancellations must be made in writing and will be effective on the date they are received by Brynich Leisure.

Cancellation by Brynich Leisure

The event may be cancelled by Brynich Leisure should any of the following circumstances occur:

1. The Barn or any part of it is closed due to circumstances beyond the control of Brynich Leisure. In the event of cancellation for this reason, Brynich Leisure will refund any advance payments subject to costs and thereby absolve themselves from any future liability.
2. The insolvency of the clients. In this instance Brynich Leisure will not refund any advance payments.
3. Failure to pay deposits and instalments as required will result in the cancellation of the contract. In this instance Brynich Leisure will not refund any advance payments.
4. Any other circumstances which, in the sole opinion of Brynich Leisure, would lead to the reputation of The Barn being damaged or damage being caused to the property. In the event of cancellation for this reason, Brynich Leisure will refund any advance payments subject to costs, and thereby absolve themselves from any future liability.

Postponement or cancellation due to a pandemic or other unforeseen National emergency:

In the event that your event cannot take place owing to a pandemic or similar situation outside the control of Brynich and the couple, Brynich Leisure will endeavour to help out as far as possible. If we are unable to host your event on the booked date owing to legal restrictions imposed on us by Government (UK, Welsh or Local) then we will offer a postponement date. All monies paid to date will be transferred to that new date. Prices for the date of booking will be honoured unless the new date falls within a more expensive time period. Where a postponement is not possible a cancellation will be offered. In the event of a cancellation for the above reasons, a refund of the monies paid to date, less a sum to cover our costs will be given. This will represent a percentage of the initial deposit paid and include event planning time.

If you choose to postpone your event for a second time for any reason, Brynich will move your event to a new date, but will retain 50% of your initial deposit and charge the full price for your new date.

Where Brynich is able to host your event, but is restricted in terms of numbers:

If the restrictions prevent less than 30 guests in the venue at any given time, the above policy will still apply. If more than 30 guests are permitted to attend the event, then it will be considered a reasonable alternative to your original booked event. A decision to cancel on the part of the client due to the reduction in numbers above this level will result in the loss of the whole deposit. All other monies paid will be returned to the couple.

ACCESS TIMES

Reservations are confirmed based on a daily rate, and are accepted on the basis that access to the room is limited to the period between 9.00am and 12 midnight on the day of the function. Access for decorating the Barn is permitted between 5pm & 8pm on the day before your event. Should your decorations need more time than this the Barn can be booked at an extra cost for the whole day (9am to 8pm) payable six months before the event. (Please allow time to meet with the event Manager to run through final details within either of these times). All decorations must be removed by the client within a 2 hour agreed time, the day after the event. No further access to the Barn will be permitted.

The cottages will be available from 4pm on the day of arrival. Your stay is for three nights and time of departure is 10:30am. Please ensure all bed sheets are stripped before departure.

GENERAL

1. The client shall be liable for any loss or damage to the property of Brynich Leisure and Brynich Farm, its patrons or any item within all buildings and grounds.
2. Brynich Leisure will take all reasonable steps to fulfil its obligation in respect of any event, to the best of its ability and in accordance with the details provided, but it reserves the right to provide alternative services of at least the equivalent standard and at no additional cost to the client. Any reasonable alternative will be considered as a fulfilment of this contract.
3. Notwithstanding the above terms and conditions, Brynich Leisure will not be liable for any failure to perform its obligations to the client in whole or in part as a result of any of the following circumstances:
 - (a) Strikes or industrial action
 - (b) Flood
 - (c) Act of God
 - (d) Fire
 - (e) Civil commotion
 - (f) Failure of service
 - (g) Pandemic
4. Brynich Leisure reserves the right to add any new or additional tax imposed by lawful authority, which was not known at which time the contract was made.
5. Any form of entertainment, booked by the client, for any event held at Brynich will be entirely the responsibility of the client. We will require a copy of their public liability insurance.
6. We would strongly advise you consider Insurance for peace of mind for your event.