

Terms and Conditions for the Hire of The Old Milking Parlour at Cavokay House

The Old Milking Parlour is a 'Do It Yourself' venue. This means that you hire the venue and it's your choice of how you supply crockery, glasses, food, drink, band, disco etc. If you should need any help with this, we will be pleased to advise.

You are responsible for keeping your guests and the venue in good order.

You are responsible for tidying and cleaning all parts of the venue that you your guests, your caterers and other suppliers have used during your event (this includes the kitchen, the toilets, the bride's room, the function room, the grounds, the courtyard and the car park).

You are responsible for the removal from the site of all rubbish created by your event.

You may dress the venue as you wish. However, sticky tape or staples are not permitted. Blu-Tack is permitted for walls and painted wood. Drawing pins may be used on unpainted wood in the function room.

The fire regulations capacity limit for the entire Old Milking Parlour site is either 100 people seated or 120 people standing. These limits are not negotiable.

To look after your guests, you may wish to have a bar serving alcohol. It is necessary to have an alcohol licence for the bar. We will require sight of this licence.

Any providers of services will require public liability insurance. We will require sight of the insurance documents.

Service providers bringing electrical equipment on site will require a Portable Appliance Test (PAT) certificate. We will require sight of PAT certificates.

You only pay the agreed fee plus a dilapidations deposit (see below).

There is no corkage charge for drinks used for toasts during the wedding breakfast.

Immediately prior to hiring the venue, you and the venue owners will conduct a survey of the venue and agree, in writing, any existing dilapidations. Immediately after the tenure of your hire, you and the owners will once again conduct a survey. If there are any dilapidations, any goods or chattels left on site or there is any extra cleaning needed, the repair, disposal or cleaning costs will be forfeited from your deposit. If the venue is returned just as it was when you hired it, you get your deposit back.

For a wedding reception, the hire fee will cover an approximate three day period thus:

Periods prior to main setting up days for liaison with florists, photographers and other suppliers – by arrangement.

Day 1: Setting up and decoration - 9am - 8pm

Day 2: The wedding day - 8am – 12.30am (on Day 3)

Day 3: Clearing up, cleaning, collection of hired goods, chattels and clearance of the site - 9am - 6pm.

As Day 3 is usually a Sunday, hired goods may be collected on the Monday (Day 4). In any event, the site must be entirely clear and clean by 12 midday on Day 4. In the event of any goods or other chattels being left on site after this time, these goods or chattels will be disposed of. Any costs involved in this disposal will be deducted from the dilapidations deposit.

Music and dancing must end by 11.30pm. Quiet music may be played up to 12.30am.

The Old Milking Parlour's sound system may be utilised for, say, an iPod disco. But the sound system itself must only be operated by a qualified member of the venue's staff.

No fireworks or Chinese lanterns allowed.

No glass on the grass or anywhere outside the function room - please make sure that any drink containers used outside are non-breakable.

The bar is not permitted to serve drinks in glass bottles – all drinks served must be in non-hazardous containers.

When the premises are licensed, guests are not permitted to consume any alcoholic drinks apart from those served by the licensed bar.

No naked flames within any building.

Children must be supervised at all times.

The Old Milking Parlour's property, furniture or other equipment must not be removed from the function room or the kitchen.

No animals (except for registered guide dogs) to be brought onto site unless by prior arrangement with the venue owners.

If you are given permission for camping on the site, a quiet camp site policy is in place.

To secure a particular date, a ten percent deposit of the agreed fee is required.

The entire hire fee must be paid at least six months before the wedding date. If the entire fee is not paid within this time, the hirer will be deemed to have cancelled the wedding booking.

If The Old Milking Parlour's owners cancel an event prior the date of the event, there will be a full refund of the hire fee paid by the hirer. Outside of a cancellation prior to the date of event by the The Old Milking Parlour's owners, the hirer's initial ten percent deposit to secure a particular date is non-refundable.

The Old Milking Parlour's owners or their representative(s) reserve the right to be in attendance at any time at any event at The Old Milking Parlour.

The Old Milking Parlour's owners or their representative(s) reserve the right to close down any event at The Old Milking Parlour at Cavokay House in the event of law breaking, anti-social behaviour or any other undesirable behaviour. No refund of any fee or any obligation of any kind whatsoever is due from the owners to the hirer(s) should such an event occur.

If the hirer cancels an event within six months prior to the date of that event, the entire hire fee will be forfeited.

It is recommended that hirers put in place wedding insurance.

Absolutely no smoking inside any building.