

Byre Barn, Kent

Terms & Conditions

These Terms & Conditions (“Terms”) form a legally binding agreement between the couple (“Client”, “you”, or “your”) and Byre Barn (“the Venue”, “we”, “our”, or “us”) for the hire and use of the Venue for a wedding celebration.

By paying your Booking Deposit, you confirm that you have read, understood, and agreed to be bound by these Terms in full.

Company Information

Byre Barn trades under Boutique Weddings Kent Ltd, a company registered in England and Wales with company number 15229706.



1. Booking Confirmation & Deposit

1.1 Provisional Holds

We are happy to hold a provisional date for up to 14 calendar days. If the Booking Deposit is not received within this period, the date will be automatically released.

1.2 Booking Deposit

A non-refundable, non-transferable deposit of £2,500 is required to secure your chosen date. This amount is deducted from your final balance.

1.3 Booking Confirmation

Your booking is only confirmed once we have received the cleared Booking Deposit and a signed copy of these Terms & Conditions. Written confirmation (via email) will be issued by the Venue.

2. Guest Capacities & Safety Regulations

2.1 Maximum Capacities

As per our licence and fire safety regulations, the following limits apply:

<i>Event Type</i>	<i>Maximum Guests</i>
Ceremony	60
Wedding Breakfast	60
Evening Reception	100

These capacities must not be exceeded under any circumstances.

2.2 Layout & Compliance

Final layout plans must be submitted and approved by the Venue at least six (6) weeks prior to the event to ensure compliance with fire safety and accessibility.

2.3 Enforcement Rights

The Venue reserves the right to refuse entry or suspend service if capacities are exceeded.

3. Communication

3.1 All official communication must be directed to the Venue's Events Office via the email address weddings@byrebarn.co.uk or such other address notified to you in writing.

3.2 We aim to respond to all written enquiries within two (2) working days. Urgent matters should be flagged as such in the subject line.

3.3 The client should notify the company in writing of any complaint in as soon as is reasonably practicable, giving full particulars of that complaint.

3.4 The company shall on receipt of a written complaint, use its reasonable endeavours to investigate thoroughly and report back to the client, or procure such an investigation. The client shall notify the venue in writing again, as soon, as is reasonably practicable, if it is dissatisfied with any investigation, report or remedy from the company. Any complaints should be emailed to weddings@byrebarnkent.co.uk

4. Planning Meetings & Final Details

4.1 Planning Meetings. Two

- Initial Planning Meeting – within 30 days of booking.
- Final Details Meeting – no later than 4 weeks before the Event.

4.2 Final Details Submission.

The following must be received no later than 6 weeks prior to the Event:

- Final guest numbers and seating plan.
- Menu choices along with any dietary requirements.
- Supplier list with contact details and arrival/collection times;
- Event schedule (running order of the day).

5. Payment Schedule

Milestone	Amount	Due date
Booking deposit	£2500 (non-refundable)	Upon booking confirmation
1 st payment	30%	6 months prior to the event date
2 nd payment	50%	3 months prior to the event date
Final balance	100%	8 weeks prior to te event date

All additional charges incurred on the day (e.g., bar tabs, overtime) are payable before departure.

6. Cancellation Policy

6.1 Cancellations by the Client must be made in writing. The Booking Deposit is non-refundable. Additional cancellation charges are applied as follows:

Milestone	Amount	Due date
Booking deposit	£2500 (non-refundable)	Upon booking confirmation
1 st payment	30%	6 months prior to the event date
2 nd payment	50%	3 months prior to the event date
Final balance	100%	8 weeks prior to te event date

6.2 **Cancellation by the Venue.** We may cancel the booking by written notice if you breach these Terms, fail to pay on time, or in circumstances beyond our reasonable control. Where possible we will refund payments already made, minus any unrecoverable costs, and our liability shall be limited to such refund.

7. Payments via Bank Transfer & Late Payments

7.1 Payment Method. All payments must be made by bank transfer to the account detailed on our invoices. We do not accept cash, cheques, debit/credit cards or third-party payment services.

7.2 Reference. Please quote your booking reference and wedding date with every payment.

7.3 Late Payments. Invoices not settled by the due date will accrue interest at 8% per annum above the Bank of England base rate, calculated daily, plus a fixed administration fee of £50. We reserve the right to suspend services and/or cancel the Event for non-payment.

8. Changing Dates

8.1 Requesting a Date Change. One date change may be requested in writing subject to availability and payment of a £250 administration fee. A revised date must fall within 12 months of the original date.

8.2 Pricing. If tariffs have increased for the new date (e.g., peak-season rates, VAT changes) the higher price will apply. Any subsequent cancellation will be treated as a cancellation (Section 6).

9. Photography & Social Media

9.1 The Venue may photograph or film the Event for marketing purposes but will always seek your prior written consent.

9.2 Professional photographers engaged by you must comply with Venue guidelines, including restrictions in place during the ceremony.

9.3 You and your guests are welcome to share content on social media. We reserve the right to request the removal of any content that may damage the Venue's reputation.

9.4 Photography of Children at the Venue

Out of respect for the privacy and safety of all guests, especially minors, we kindly request that no photographs or video recordings be taken of children attending the event without the express consent of their parent or legal guardian. This includes both formal and candid images.

By attending the event at our venue, all guests agree to respect this policy. It is the responsibility of the couple and their appointed photographer and/or videographer to ensure that this condition is communicated to guests and complied with on the day.

Any concerns raised by parents or guardians regarding the photography of their children will be taken seriously, and we reserve the right to ask individuals to delete such images if consent was not given.

We appreciate your cooperation in maintaining a respectful and secure environment for all guests.

10. External Suppliers, Equipment & Liability

10.1 Supplier Approval. All third-party suppliers (e.g. , décor, entertainment) must hold valid Public Liability Insurance (minimum £5 million) and, where relevant, Portable Appliance Testing (PAT) certificates. Copies must be provided to us no later than 28 days before the Event.

10.2 Deliveries & Collections. Access times must be pre-agreed. The Venue takes no responsibility for items or equipment delivered before or left after the agreed hire period.

10.3 Venue Liability. We shall not be liable for any loss, theft or damage to property or equipment belonging to you, your guests, or external suppliers except where caused by our negligence.

10.4 Supplier Health & Safety Requirements

All external suppliers attending the venue are required to provide the relevant health and safety documentation prior to arriving on site. This includes, but is not limited to:

- Public Liability Insurance (minimum cover as specified by the venue)
- Risk Assessments and Method Statements (RAMS) relevant to the services being provided
- PAT certificates for any electrical equipment being brought on site
- Food hygiene certification (if applicable)

These documents must be submitted to the venue no later than [14 days prior to the event]. Failure to provide the required documentation may result in the supplier being refused entry to the venue on the event day.

It is the responsibility of the couple or event organiser to ensure that all third-party suppliers are informed of and comply with these requirements. The venue reserves the right to deny access or halt services from any supplier who fails to meet our health and safety standards.

11. Damages to the Property

11.1 You are responsible for any damage to the Venue, its fixtures, fittings or grounds caused by you, your guests or suppliers. The cost of repair or replacement will be invoiced to you and is payable within 14 days.

11.2 We recommend that you discuss cover for such liabilities with your Wedding Insurance provider (see Section 13).

11.3 Grounds and Garden Etiquette

To preserve the beauty and integrity of our gardens, we kindly ask that all guests remain on designated paths and lawns during their time at the venue. Standing, walking, or placing items (including for photographs) on flower beds is strictly prohibited.

Guests are also requested not to pick any flowers or plants from the grounds. Our gardens are maintained with great care and are enjoyed by all who visit, we appreciate your help in keeping them pristine for future events.

The venue reserves the right to charge for any damage caused to landscaped areas as a result of non-compliance with this policy. The gardens No ice or any type of beverages, are to be poured on any grassed areas/beds or borders in the Garden.

12. Supervision of Children

12.1 Children under 16 years must be supervised by a responsible adult at all times.

12.2 The Venue is situated near areas of water/uneven ground and a main road, please ensure appropriate supervision.

13. Wedding Insurance – Strongly Recommended

13.1 We strongly recommend that you obtain comprehensive Wedding Insurance to cover cancellation, postponement, supplier failure, personal liability, loss or damage to attire, gifts and other unforeseen circumstances.

13.2 It is your responsibility to arrange and maintain adequate cover.

14. Access to The Walled Garden

The Walled Garden is available for use strictly until 4:00pm. All guests, suppliers, and event activities within this area must conclude by this time. The Venue reserves the right to restrict access beyond 4:00pm and accepts no liability for disruption to events where this condition is not adhered to.

15. General Terms

15.1 VAT & Taxes. All prices are inclusive of VAT at the prevailing rate. Should the rate of VAT or other applicable taxes increase between booking and the Event date, the additional amount will be added to your final invoice.

15.2 Menu & Price Adjustments. Menu selections and pricing are based on current market costs and availability. We reserve the right to substitute menu items of equal or greater value if a chosen item becomes unavailable, and to reflect cost increases beyond our control.

15.3 Force Majeure. Neither party shall be liable for failure to perform its obligations where such failure is due to events beyond reasonable control, including (but not limited to) acts of God, fire, flood, epidemic, strikes, terrorism or governmental restrictions.

15.4 Amendments. Any changes to these Terms must be agreed in writing by both parties.

15.5 Severability. If any provision of these Terms is held to be invalid, illegal or unenforceable, the remaining provisions shall continue in full force and effect.

15.6 Corkage Policy. Please note that corkage is not permitted under any circumstances. All alcoholic and non-alcoholic beverages must be purchased and supplied through the venue or its approved catering partners. Guests, clients, or external suppliers are not permitted to bring their own alcohol or drinks onto the premises for consumption or distribution during the event. Any such items found will be confiscated and may be disposed of. Failure to adhere to this policy may result in additional charges or, in serious cases, the premature termination of the event. We appreciate your understanding and cooperation in helping us maintain licensing compliance and uphold the standards of service we provide.

15.7 Menu Tastings

A complimentary menu tasting is included as part of your wedding package and will be scheduled approximately 6 months prior to your wedding date. This tasting is designed to help you finalise your food and drink selections and ensure you are confident in your choices ahead of the big day.

The tasting is available for the couple only and includes the following;

1. 3 course menu – 2 starters, 2 main course and 2 desserts.
2. Sharing menu – 1 sharing starter board, 1 sharing main board, 1 sharing dessert board.
3. Tea and coffee served after your meal.
4. Additional guests may attend at an extra cost, subject to availability and prior arrangement.

Please note:

- Tastings are held Monday-Friday lunch service at The Corner House Restaurant in Canterbury. We recommend booking early to secure your preferred time.
- If you are unable to attend the tasting on the offered dates, we will do our best to accommodate alternative arrangements, but this cannot be guaranteed.

15.8 Registrar Ceremony Fees

Please note that registrar ceremony fees are not included in the venue hire or wedding package price. As part of our service, we will make the initial ceremony booking request on your behalf via the Kent County Council (KCC) online platform to secure your preferred date and time. Once this request is submitted, KCC will contact you directly to confirm the booking, collect payment, and request all necessary legal information.

It is the responsibility of the couple to:

- Ensure all legal paperwork is completed and submitted in line with KCC's guidelines and deadlines
- Make full payment for the registrar's services directly to KCC
- Communicate any changes to ceremony details with both KCC and the venue in a timely manner

The venue cannot be held responsible for any delays, changes, or cancellations resulting from non-payment or incomplete documentation with KCC. We strongly recommend that you liaise closely with KCC once the initial booking is confirmed to ensure a smooth and legally compliant ceremony.

15.9 Personal Belongings and Guest Property All personal belongings, including but not limited to vehicles, gifts, cards, cash, and other valuable items, are brought onto the premises entirely at the client's and guests' own risk. The venue does not accept responsibility for any loss, theft, or damage to personal or guest property during or after the event, including items left overnight or unattended. This applies to vehicles left in the car park, presents or cards received during the celebration, and any other personal possessions. We strongly advise that clients make suitable arrangements for the secure storage and collection of valuable items, gifts, and personal belongings at the end of the event.

16. Governing Law & Jurisdiction

These Terms are governed by and construed in accordance with the laws of England and Wales. The parties agree to submit to the exclusive jurisdiction of the English courts.

Terms and Conditions

We have read and agreed to the Byre Barn's Venue terms and conditions.

We understand that the booking is only confirmed once the deposit is received.

Signed (Partner 1) _____

Signed (Partner 2) _____

Date of submission _____