



## HOW TO BOOK

Arranging your viewing, checking dates and making a booking

- First of all, please contact us to check availability of your chosen date. At this point, we will be happy to provisionally reserve your date and hold it, without any obligation on your part, for up to two weeks.
- To ensure we have sufficient time to devote to our couples, all meetings are by appointment only and we will be delighted to make arrangements when you call. We are happy to fit in around your schedule as much as we can, and weekend and evening appointments are available.
- Once we have met, we will present you with a folder of information pertaining to your wedding, along with terms and conditions. We will also send you (usually by email) an event sheet.
- To confirm your booking, we ask you to read, sign and return the event sheet and terms and conditions to the Barn at Botley Hill or, alternatively, this can be done by email, as we will explain when we write to you.
- The Barn at Botley Hill requires a non-refundable deposit of 50% of the venue hire, payable in two instalments, being 25% on confirmation of booking and 25% no later than one year prior to the event date. Where the event will take place within one year of the booking being confirmed, 50% deposit is payable on confirmation. The remaining 50%, the Security Deposit and any agreed additional fees, is to be paid no later than three calendar months before the hire period. A payment plan option is available on request and will incur an administration charge.
- Deposits are paid into in a separate designated trust type Client Account with Barclays Bank. Barclays have no recourse to the deposit and we may only draw down on it when we are contractually entitled not to have to return the deposit to you.
- We allow only approved caterers to work at the Barn. Full details of our approved caterers will be provided during our meeting. When you have chosen your preferred one, please let us know so that we can liaise to make sure everything runs as smoothly as possible. It is a condition of hire that you choose a caterer from the approved list.
- We also supply a list of recommended suppliers for services such as photography, cars, music and so on. Again, you will be provided with their details when you come in for your appointment. You are not tied to these suppliers, but we do suggest you try them. However, if you wish to use your own suppliers, these must be approved by us before you confirm them, and they will need public liability insurance of £5m.
- Please refer to our full terms and conditions, which explain your responsibility for all suppliers who require access to the venue, including photographers, florists and musicians.