



Terms and Conditions for the hire of Merley House

Use of Merley House

Anyone using Merley House is required to comply with Licensing, Health and Safety, and all other regulations put in place by Merley House.

Clients must not under any circumstances carry out electrical work.

No candles or similar can be used inside Merley House unless previously agreed in writing by Merley House.

Merley House cannot take responsibility for any local electrical faults that may have affect to the power supply at Merley House.

It is the responsibility of the client/organiser to ensure that first aid arrangements are covered. In the unlikely event of a fire it is the responsibility of the client/organiser to assist Merley House staff to ensure all their guests have evacuated swiftly and safely. Merley House cannot take responsibility for any personal injury caused. Children are welcome at Merley House however we cannot accept any liability in the event of an accident due to children playing and running around.

Merley House cannot take responsibility for any lost, damaged or stolen property. No items are to be left overnight in the house for collection the following day unless previously arranged in writing.

Due to fire regulations and to avoid over-crowding we can only accommodate the following amount of people in each room for the ceremony;

- Old Library - 100 people
- Dining Room - 40 people
- Dining Parlour - 40 people
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Only the rooms stated in your booking can be used during your event. Additional Rooms will attract additional fees.

Merley House cannot accept responsibility for any loss to any personal property belonging to yourselves or your guests. It is a requirement that all your belongings are collected, by arrangement, as soon as possible after your event. Any items not collected within 21 days may be disposed of without further notification.

By hosting your event here, you are giving Merley house permission to use photos taken on our social media platforms and advertising. If you do not wish this to happen, we will need your request in writing.

Food and Drink

Merley House has recommended caterers who you can use for your event. You can use alternative caterers to our recommended but additional charges/deposits may be required. It is the responsibility of the client to organise their own caterers. Please ensure the quote, includes the costs to provide food, serve the food/staffing, clear away plates from tables/buffet and wash up. Please note we do not allow client/organiser to bring their own food/buffet onsite for Weddings and Evening parties.

Merley House has the right to confiscate any drinks found in or around the house that are not provided by Merley House and have not been agreed in writing by prior arrangement. It is the responsibility of the client/organiser to ensure that their guests do not bring their own drink, alcoholic or otherwise for consumption on the premises. Drinks are to be consumed inside the building only, not in the grounds or driveway.

Wedding Cake-We provide a cake knife, it the is the clients responsibility to ensure they have asked their caterer/ or have a designated person to cut their cake. Please ensure you have means to serve the cake i.e. napkins and plates.

Entertainment

All entertainment must be approved by Merley House in writing and all details and timings of the entertainment must be given to Merley House before the event. Clients must supply Merley House with an up to date PAT certificate for any equipment that requires an electrical connection and an adequate public liability insurance certificate for any entertainment they have at Merley House.

Timings

The event must not start or finish before or after the times stated in your booking. When booking please book in time to set up/ note suppliers arrival time. As there will be additional venue hire charges if these times are not within the agreed venue hire times. Please find below information regarding Evening Hire in 2024/2025- Please note this includes set-up timings and is for hire of The Old Library . If for example your guests are arriving at 7pm, we suggest hiring from 6pm to set up and to give your suppliers time to arrive.

For venue hire of The Old Library between 7pm and 11pm we charge £590/£640

For venue hire of The Old Library between 6pm and 11pm we charge £740/£805

For venue hire of The Old Library between 5pm and 11pm we charge £890./£970

For an evening booking the event must finish no later than 23:00 with the guests out of the house by 23:30.

All alcohol and music has to be finished by 23:00. Merley House reserves the right to halt any entertainment and the supply of alcohol before 23:00 if the noise or behaviour from the client or guests is deemed unacceptable. Please be considerate of local residents when leaving the building.



T&C for 2023/2024/2025

September 2023

Booking Terms and Conditions

Merley House will hold a provisional booking for a maximum of 14 days after this time the booking will be removed. Bookings can only be confirmed once the deposit and booking form have been received.

The fee only covers the day of the event. If the client needs to come to the house before the event it must be at a time convenient for the staff at Merley House. If the client needs longer than 2 hours then there may be an additional cost.

It is the client's responsibility to contact the Registrar to arrange the ceremony at the house. Merley House staff are not responsible for carrying out Master of Ceremonies duties.

Payment Terms

To secure a date you require, please return the booking form with £500 deposit for a wedding or £240 for a party. This is non-refundable.

The remaining amount is required 2 weeks before the event

As we have found that the vast majority of our customers are lovely people, we do not ask for any damage deposit from you. However, we do have to reserve the Right to seek payment from you should there be any damage, howsoever caused, resulting from any actions or omissions of any person(s) within your group.

Any costs incurred by Merley House in the recovery of monies not received on time, such as legal and/or professional expenses will be charged to the client.

Cancellation by Merley House

Merley House reserves the right to cancel any event/function at the house for any of the following reasons;

- If Merley House is closed due to circumstances beyond their control.
- If the client or Merley House becomes insolvent or enters into liquidation or receivership.
- If the event/function may prejudice the reputation or cause damage to Merley House.

In any of these situations Merley House will, if possible, refund any payments made, but will have no further liability to the client.

Damages

The client is responsible for any damages caused to Merley House during their event. This also includes the cleaning of the premises of any bodily fluids.

Insurance

It is strongly advised that clients arrange adequate Event and Cancellation Insurance to protect themselves.

Confetti and Fireworks

Due to the nature of the grounds only biodegradable confetti is allowed. Fireworks are not allowed we only allow sparklers where a bucket of sand is provided.

Ghost Hunts

The house can be hired for Ghost Hunts from 7pm-2am. With the event normally running from 8pm-2am and a set up time from 7pm. We suggest inviting up to 30 guests and splitting into two groups.

When hiring the house for Ghost Hunts, we will do our best to give you access to the majority of rooms but please note this may not always be possible. On the Ground Floor you will have access to The Old Library, Morning Room (Bar Area), Drawing Room and Dining Parlour, Stairs and Hallway. On the 1st Floor you will access to The Nursery and Little Kitchen. In the Basement you will have to the room on the left that interlinks into another room. Where we are multi-use business some areas may be out of bound due to no fault of our own. Due to the late finishing time of Ghost Hunts we may need to set up certain rooms ahead of events like weddings and we polite ask that you do not enter these rooms out of respect. We will always let you know ahead of your event if there is any rooms that will be out of bounds due to an event happening the following day

We respectfully ask you to leave with our member of staff at the end of the event for safety reasons.

I agree to all of the above terms and conditions

Client/Organiser Name(s):

Contact Number:

Signed:

Date: