



## The Skeyton Goat Inn

### Terms and Conditions for hire and use of the Marquee

#### Booking the Marquee – Deposit to secure

A **non-refundable** deposit of a minimum of £250 is required to secure the booking with the outstanding balance due for payment four weeks prior to the event.

#### Marquee Hire Charges

The cost of hiring the Marquee is £250.00 providing that a menu package is purchased from the Goat.

#### Hire of the Marquee only

There is an £850.00 hire charge when hiring the Marquee only. We are happy to supply a fully stocked bar and a charge for staffing will be applied.

#### Access to the Marquee

Every effort will be made to ensure that the Marquee is available to you a minimum of 24 hours prior to your wedding or event. You can dress the Marquee after 10.00am on the day prior to your event.

The Marquee must be cleared of any personal items after midday the following day.

#### Breakages and Damage - Deposit

A £250 additional deposit is required, to cover for any breakages or damage to the Venue, Toilet's or area immediately outside. The cost of repairs or replacement will be taken from the £250 and the balance will be returned to you. Written documentation showing the damage will be supplied if required. This deposit must be paid with the final balance. Should the cost of repairing the damage exceed the £250.00 a final account will be sent to you requesting the outstanding payment which must be made within 14 days from the date of the invoice.

### Heating (Marquee)

A charge of £100 will be required in order to cover the cost of heating should this be used. If the heater is not used the £100 will be refunded to you. Please note that this amount is required to be paid at the same time as the balance is paid.

### Cancellation

In the event of cancellation, notification must be given in writing by the hirer as soon as possible and confirmed in writing by the venue. (Email is sufficient from both parties) The initial £250.00 deposit is non-refundable, and in the event of a late cancellation (*i.e. during the period up to four weeks prior to the booking*), we reserve the right to recover 50% of the quoted costs.

### VAT

VAT is not applicable for the hire of our Marquee and there are no extra service charges for venue hire.

### Corkage Charges

The Hirer is permitted to provide their own wine and champagne for the wedding breakfast for which there will be a corkage charge of £8 per bottle.

### Licensing and Staffing of Bar

Our marquee is fully licensed and we will provide a staffed bar during the evening until 12.30 a.m. This is included within the hire charge. Last orders are called at 12.00, unless agreed otherwise beforehand.

### Entertainment

Due to the location of our venue, we try to maintain good relations with our neighbours and must comply with the licensing laws, therefore if you are having a live band at your event, their music must stop at 11.00pm and in the case of a disco, then 12.00 midnight

### Bouncy Castles and Outside Entertainment and Amusement

All bouncy castles and other items supplied by third party contractors MUST have a generator supplied by that company. The company supplying must erect all items. Payments to these companies must be made prior to the event and arrival at the Goat.

We accept no liability for any injuries or damage that occurs at any time and neither are we responsible for any missing items.

### Pre-Recorded Music

Music supplied by you in CD/iPod or online etc. must be tested prior to your event to ensure that it plays to your requirements on your own equipment. This type of music is only permitted during your meal or in a ceremony.

### Food and Drink

All drinks consumed on the premises *must be purchased* from the bar within the Marquee or at the Goat Inn, only wine, champagne or other drinks previously supplied during the wedding breakfast (and where a corkage fee has been paid) may be consumed at the event. Alcohol and drinks purchased from anywhere other than the above will be confiscated, and it is our right to ask the offenders to leave if necessary.

*No food other than what is cooked and prepared on the premises for your event can be consumed, whether in the Marquee or outside.*

Any food left over after the event will be removed and disposed of and must not be taken from the site due to Health and Hygiene regulations.

### What is Included in the Marquee Hire?

All Tables, chairs, crockery, cutlery, number holders, table linen, napkins and glass ware will be provided as required.

### Candles and Decorations

Lit Candles and naked lights are not allowed in the Marquee for Insurance and Health and Safety regulations. Additional decorating of the Marquee is done with prior consent from the Goat Inn.

### Smoking

Our Marquee is a non-smoking venue with outside smoking areas available to you.

### Fireworks and Lit Chinese lanterns

Due to the fact that we are surrounded by farm land and the Goat Inn has a thatched roof, neither fireworks or chinese lanterns will be permitted to be let off in the grounds or anywhere else within close proximity.

Car Parking

All cars and vehicles are parked at the owner’s risk this extends to tents, caravans and other personal items while on the premises. The marquee has its own car park with over spill onto the grass. **The car park belonging to the Pub should not be used.** Please follow the signs to your car park area.

Taxis

Taxis must be booked for collection from The Goat Inn Marquee no later than 12.30am.

Insurance

We have full liability insurance and a copy of the details is available on request.

Adverse weather conditions

The Goat Inn will do everything possible to ensure that your event runs smoothly and that everything is as requested and agreed, however, in the case of adverse weather conditions, the Goat Inn will do everything it can to minimise the damage and, restore power or water etc. However, adverse weather is not controllable by us and therefore there will be no refunds made to the hirer.

Camping within the grounds

Camping is not permitted with functions.

We are happy to list our terms and conditions so that you are fully aware of what we require and in turn, what you can expect from us.

We very much look forward to sharing your forthcoming event with you.

In the case of any queries, please contact either Sue or Jo at the Goat.

Signed:.....Hirer

Date:.....

Event date:.....

Signed.....on behalf of the Goat Inn

Notes:

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