



THE VENUE
AT
Kersey Mill

TERMS AND CONDITIONS

Booking Confirmation

Once you have confirmed your booking with The Venue at Kersey Mill, the deposit will be payable within 14 days to secure your booking. You will also be asked to sign our terms and conditions and booking form at this time, and return them with the estimated number of guests for your event. The areas that you will be allowed to use for your event will be made clear at the time of your booking.

Schedule

After your booking is confirmed, if you are using our Caterer, we advise you to contact JLS Catering to discuss your initial catering requirements. At the time of your booking, or no later than two months before the date of your Event, we will require notification of the timings of the event, any outside suppliers coming in and any other matters relating to your Event. Final numbers of guests will be required two months before your event, and any special requirements should be made clear. If applicable, the Caterer will require your final catering selections around one month before your Event date.

Payments

Payments to The Venue at Kersey Mill may be made by cash, cheque, credit or debit card. Any other costs accrued between the date of booking, and the Event date must be settled on or before the day of the event.

Payments for the Catering part of your Event (if applicable) should be made separately to JLS Catering.

Cancellations

Should you wish to cancel your booking, please note that all deposits and payments are non-refundable in the event of cancellation. Cancellations can only be made in writing. You may also be liable for the following charges depending on when you make your cancellation. This will be at the discretion of The Venue at Kersey Mill, and may not apply if a similar event can be rebooked for the date of your event.

Time of Cancellation: 6 months to 1 year before the event : 40%
 3 months to 6 months before the event: 60%
 1 month to 3 months before the event: 80%
 Less than 1 month: 100%

T: 01473 823 380

E: info@thevenueatkerseymill.co.uk

W: www.thevenueatkerseymill.co.uk

The Venue at Kersey Mill, Stone Street, Kersey, Suffolk, IP7 6DP

Insurance and Damages

You will be charged a Damages Holding and Missing Items Deposit of £250 at the time of your booking. Should there be any damage caused at your event, or any items removed from The Venue, either by yourselves or your guests, you will be held responsible and an appropriate amount will be deducted from this deposit. Should the level of damage exceed the deposit paid, you will be further billed. Should no damages occur, the full damages deposit will be returned to you within 7 days of your event.

Please note that we cannot take responsibility for possessions left at The Venue. Cars are permitted to be left overnight, but this is entirely at the owner's risk, and they must be collected by 11am the next day. However caravans and trailers shall not be permitted on our premises.

Licensing

For any event the bar shall remain open until 11.30pm, and any music must finish at Midnight. We request that your guests leave promptly after this time. Due to the location of The Venue, it is highly recommended that taxis are booked prior to the end of the event. A late licence may be requested for your event, subject to availability. A fee will be charged for this.

Suppliers

Should you wish to bring in any outside suppliers, we must be notified of this in advance. Any supplier coming in must hold Public Liability Insurance, Professional Liability Insurance and PATT Test Certificates (where needed.)

The Venue at Kersey Mill has an approved supplier list, of recommended and reputable companies. Should you wish to use any other outside supplier, it may be advisable for them to visit The Venue before the event. This can be arranged by appointment only. The Venue at Kersey Mill will not be held responsible for any loss or damage caused by any outside supplier.

Please complete to confirm your booking and return with your deposit:

Signed: _____

Date: _____

Name: _____

Tel: _____

Address: _____

Mob: _____

Email: _____

Event Date: _____

Estimated Numbers Day: ____

Deposit Enclosed: _____

Evening: ____

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