

Lympne Castle

Terms & Conditions 2010 & 2011

The Facility Fees are inclusive of VAT* and offer exclusive use of the Castle ground floor and the Courtyard and Terrace.

Terms and Conditions

Lympne Castle Enterprises have the exclusive rights to the sale and marketing of Lympne Castle for hospitality events, civil weddings receptions and other like events. Customers should note that Lympne Castle is an ancient listed building, which by its very nature creates likely hazard spots, such as, many steps, uneven flooring and open fires and these may cause accidents, or even result in injury. Lympne Castle Enterprises, Lympne Castle Estates, Lemanis Enterprises and the proprietors thereof, cannot be held responsible for any accidents or injuries sustained by customers whilst on the premises of Lympne Castle, the gardens or its surrounds. **Bookings are on the understanding that the following Terms and Conditions are accepted.**

Reservations

1. Confirmation of a booking requires a security deposit of £600, which is non-refundable. Cheques should be made payable to Lympne Castle Enterprises.
2. All bookings must be confirmed in writing within 5 days of reservations. A booking form will be sent by return.
3. All bookings for Lympne Castle are made through Lympne Castle Enterprises (LCE).
4. Customers are recommended to take out wedding insurance. LCE can provide details of a comprehensive policy.
5. The Customer shall be responsible for any damage caused to Lympne Castle, or the furnishings, or utensils and equipment therein by the wilful act or default of the Customer, or guests' of the Customer, and shall pay to Lympne Castle on demand the amount required to make good, or remedy any such damage.
6. LCE reserve the right to ask a guest to leave the premises, if it is deemed that their behaviour is unacceptable to the Management.

Payment/Prices

7. All accounts will be submitted within 12 weeks days prior of your function, and will be payable in full at least 8 weeks prior to the event. Any monies owing or owed will be accounted for within 21 days following the event. Credit Cards Payments on all monies over and above the deposit are subject to a handling fee.
8. All prices for menus drinks and wines are inclusive of VAT* unless otherwise stated. Prices will be subject to change annually. Prices are applicable at the event date, not the booking date.
9. A full three course Wedding Breakfast Menu is required on all days. All items and miscellaneous decoration of the Castle will be at the client's own expense.
10. Evening Buffet Menu: clients are required to cater for at least 2/3rds of your day and evening guests combined.
11. The Customer will be charged for final numbers, (which must be advised to LCE a minimum of 7 working days prior to the event) even if numbers fall in the 7 days prior. If guest numbers increase during the 7 days prior to the event, the additional amount will need to be settled prior to the event.
12. Children can be catered for, either with a half portion of the full menu.
13. LCE reserves the right to increase all prices with a minimum of 1 month's notice due to unforeseen circumstances.
14. Service charge is not included and gratuities are at the client's discretion.
15. **All facility fees and menu prices are inclusive of VAT at the standard rate of 17.5% and will be adjusted without notice is the rate is changed.**

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Cancellations

16. LCE reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage, or destruction of the facilities by fire or other causes, such as; any shortages of labour or food suppliers, strikes, walkouts or industrial unrest, disease, or any other cause beyond the control of LCE, which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another suitable establishment.
17. If LCE has to cancel your function for reasons beyond their control all monies paid including deposit will be refunded.
18. If the client wishes to cancel then the following charges are applicable on the table listed below.

Timescale (weeks until the function date)	Client Charges (over and above the deposit)
28 - 20 weeks	30% of the estimated value of all anticipated food & beverages & venue hire
19 - 12 weeks	50% of the estimated value of all anticipated food & beverages & venue hire
12 weeks	80% of the estimated value of all anticipated food & beverages & venue hire

Acceptance of conditions

19. Musicians and Entertainers will be expected to abide by the procedures and safe-working practices set out by LCE. Musicians and Entertainers must have a current public liability insurance policy and PAT testing certificate for which Lympne Castle Enterprises reserve the right to request a copy.
20. Flower decorations, cameras, hats and other items including gifts are the responsibility of the client. Any flowers, gifts and guests belongings left on the premises after the event will be stored to be collected the following day by 11a.m by arrangement. Flowers will be disposed of after this time. LCE is not responsible for the safekeeping of these items only their storage.
21. Access to Lympne Castle is permitted at 10a.m. on the day of your event by prior arrangement with LCE.
22. Only the Wedding Carriage or disabled cars will be permitted to park outside the Castle entrance in the courtyard. All other guests' cars or contractors vehicles must be parked in the Castle car park and are left at the owner's risk.
23. Coats and personal processions are left on the premises at the Customers risk.
24. The Customer shall not arrange for the delivery of any goods or materials to Lympne Castle unless by prior arrangement of Lympne Castle Enterprises.
25. The Customer shall not store or place on the premises or in Lympne Castle any inflammable, combustible, or objectionable substances or liquid.
26. We cannot allow food or drink other than that purchased on the premises to be consumed at Lympne Castle.
27. LCE does not allow pets, including fish, on its premises, with the exception of guide dogs.
28. LCE will not be held responsible for the accidental damage in the movement and positioning of Wedding Cakes, Vases, Candles, Gifts and/or miscellaneous items. We once again encourage that clients have Wedding Insurance Cover.

***VAT is included in all prices at the standard rate of 17.5% and will be adjusted without notice if the rate is changed.**