



**LIGHTWOODS**  
— PARK & HOUSE —

**WEDDING**  
**CONTRACT**



Couple:

Wedding Date:



Date of wedding/civil partnership:					
Partner 1 Name:		Partner 2 Name:			
Address:					
Email:					
Tel:					
Package Booked					
<b>Ceremony location cannot be changed without provision of a new Notice of Marriage/Partnership and fee to Sandwell Registration Service. Guests are welcome to arrive up to 30 minutes before your ceremony and all guests must leave promptly at 12.00am.</b>					
Bridal Suite Required		Bridal Suite Breakfast Required			
Ceremony Location:		Ceremony Time			
Registrar Appointment Times		Approximate Ceremony and Wedding Breakfast guest numbers:			
Wedding Breakfast Location:		Start Time		Finish Time	
Evening Reception Location:		Start Time		Finish Time	
Approximate evening guest numbers:		Corkage Required £8/head		Bar Required	
Table Linen Required £80		Styling Required			

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## Your Package

Venue Hire:	£
Table Linen:	£
Corkage Total:	£
Welcome Drinks Package:	£
Table Drinks Package:	£
Additional Drinks Package:	£
Styling:	£
Set Up Room Hire:	£
Tea/Coffee (50% minimum of guests attending):	£
TOTAL:	£
25% Deposit:	£
Balance	£

**To confirm your booking and retain prices of additional services requested at point of booking a non refundable 25% deposit is required within 7 days. Additional services booked AFTER deposit payments may be subject to price increases.**

Payments Made – For Office Use Only			
Deposit	£	Date Paid	
Payment Method		Staff Member	
Receipt Emailed		Tracker Updated	
Additional Services	£	Date Paid	
Payment Method		Staff Member	
Receipt Emailed		Tracker Updated	
Final Balance	£	Date Paid	
Payment Method		Staff Member	
Receipt Emailed		Tracker Updated	

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**All couples are required to pay a refundable damage bond at the point of final balance payment. This bond will be refunded within 7 days of your wedding if no damage has been caused.**

<b>Damage Bond – For Office Use Only</b>			
Damage Bond	£	Date Paid	
Payment Method		Staff Member	
Receipt Emailed		Tracker Updated	
Damage Bond Refund	£	Date Refunded	
Payment Method		Staff Member	
Receipt Emailed		Tracker Updated	

**Additional Notes:**

**I have read, confirm and agree to the details within this booking form.**

Name	
Signature	
Date	

Name	
Signature	
Date	

**All couples must also read, accept and sign our Terms and Conditions document before we can confirm your booking.**

Couple:

Wedding Date:



**LIGHTWOODS**  
— PARK & HOUSE —

WEDDING  
T'S & C'S



Couple:

Wedding Date:



### General Terms and Conditions

- Full House Hire of Lightwoods House encompasses hire of the Bandstand, Marquee, Long Room, Weatherhead Room, Chance Room, Shakespeare Garden, Community Room Bar and Bridal Suite. Toilets are not included and are available to building tenants and customers using the restaurant.
- Spaces licensed for ceremonies are: The Bandstand, Weatherhead Room and Long Room only.
- Lightwoods House is not an exclusive use venue and ancillary areas such as the front lawn and outside toilets are open to the General Public. Staff will endeavor to ensure that these areas are clear for wedding guests at appropriate times but cannot guarantee that this will be the case at all times.
- It is the responsibility of the client to give their Notice of Marriage to Sandwell Registration Service.
- Clients must be aware that the Bandstand and Long Room are licensed separately for wedding ceremonies. The ceremony location, once booked, cannot be transferred without first giving a new Notice of Marriage and paying the required fee to Sandwell Registration Service.
- Wedding planning appointments will be scheduled during office hours based on staff availability. Weekend and evening appointments are only available on our wedding open days and must be booked in advance.
- All couples must attend a final planning meeting 14 days prior to the wedding where all details will become final. Any requests for changes made after this meeting are not guaranteed and will incur an additional administration cost of £125.
- All couples must provide us with a Public Liability Insurance certificate with a minimum liability of £5,000,000 six weeks prior to the wedding. If couples are using the marquee this must include a minimum marquee cover of £20,000. Failure to provide this will result in the cancellation of your booking and fees payable as per our cancellation policy.
- All suppliers booked to provide services to your wedding must provide us with the following no later than 6 weeks prior to the wedding in order to provide services. Failure to do so will result in us denying their participation in your wedding:
  - Public Liability Insurance with a minimum liability of £5,000,000.
  - PAT testing certificates for all electrical equipment being used.
  - Risk assessments and method statements if applicable.
- Clients are free to use a caterer of their choice however all external caterers must provide evidence of the additional following documentation 6 weeks prior to the wedding in order to provide services. Failure to do so will result in us denying their participation in your wedding:

Documentary confirmation that the caterer is registered as a food business with a Local Authority

A food hygiene rating score of '4' (Good) as a minimum

Food hygiene training certificates

A documented food safety management system

Allergen policies and procedures

Risk assessments

Information on what sort of power they will be bringing/require

- The catering process will take place between the Client and Caterer. The Client must be aware that the caterer must provide all catering equipment, table cloths, cutlery/crockery and staff to prepare, serve and clear away.
- No candles, chinese lanterns, open flames or gas of any kind are permitted at Lightwoods House, Shakespeare Gardens or Lightwoods Park.
- The hirer is liable for any damage caused will be assessed by a Sandwell Metropolitan Borough Council appointed surveyor, and the client will be liable for any repair costs.

Couple:

Wedding Date:



## Payments

- Between booking and the wedding day, the venue fee will not increase however additional services booked after the initial booking may incur price increases due to annual price changes.
- A 25% deposit is required to secure a wedding booking.
- The deposit must be paid no later than 7 days after the Client gives written confirmation to the Venue, by email, that he/she wishes to book their wedding at Lightwoods House. If no payment has been received the date will then become available to other clients.
- The booking deposit is non-refundable in any circumstances.
- Additional services booked after the point of deposit payment will need to be paid in full upon point of booking.
- Remaining 75% balances are payable 30 days prior to the wedding. Failure to do so will result in the booking being cancelled.
- Payment can be made via card, BACS or cash.

## Cancellation Structure

In the event that the Client, or venue due to breach of contract, needs to cancel the wedding, the following payment terms will apply:

9 months or more prior to wedding: deposit only

Between 6 and 9 months: 30% of the total venue fee is payable

Between 3 and 6 months: 50% of the total venue fee is payable

Between 1 and 3 months: 75% of the total venue fee is payable

1 month or less: 100% of the venue fee is payable

## Liabilities

- All clients will be treated equally.
- The Venue will accommodate the Client's wedding for the pre-arranged scheduled times.
- There will be no deviation from these times except by prior written arrangement.
- Any changes to timings will relate to the start time. The finish time is always midnight.
- The Venue is not liable to host the wedding for the full, pre-arranged, period in the event of the Client failing to pay the full venue fee prior to the wedding.
- The Venue is not liable for any recompense to the client for terminating a booking with immediate effect in circumstances of force majeure or what is deemed to be unreasonable behaviour on the part of the client and/or their guests.
- Force majeure is defined in law as 'unforeseeable circumstances that prevent someone from fulfilling a contract.'
- The Venue accepts no responsibility for accidents or injuries caused by or arising from the activities of an external supplier.
- The Venue accepts no responsibility for damage, loss or theft of personal property of guests or external suppliers.

Couple:

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### The Wedding Day

- Lightwoods House staff will be present from the morning of the wedding until its conclusion. Security will provided by Lightwoods House.
- The Venue will be available from 10am unless otherwise previously agreed in writing.
- Couples will have full access to the house from 10am on the day of booking to set up decorations and drop off any drinks for corkage or other items required for the day.
- Where we have availability to do so, we can offer spaces the day prior to the wedding at an additional hourly fee (including fridges for corkage) however all items left overnight with us are at the couples own risk. All items wished to be retained by the couple must be collected by 10am the day after the wedding. Any items not collected by 10am will be disposed of.
- One vehicle will be permitted to park at the front of the house for the duration of the ceremony but must be moved after photographs. Vehicle access in the park is controlled by Lightwoods House staff.
- If the ceremony is in the Bandstand then decorating can also take place from 10am. As Lightwoods Park is a public park, decorations are left unattended at the client's risk.
- Guests can arrive from 30 minutes prior to the ceremony.
- There are 21 parking spaces at Lightwoods House - cars and their contents are left at their owners' risk.
- The surrounding area is residential and so guests are urged to use taxis or public transport wherever possible.
- The Venue will provide a room where the Registrars can meet the Bride and Groom.
- Photographs are permitted throughout the house and Lightwoods Park.
- The bar will close promptly at 11.30pm.
- Music in the marquee must finish promptly at 9pm.
- Music in the Long Room must finish promptly at 11.45pm.
- Guests must depart the Venue no later than 12.00am.

I have read, confirm and agree to the details within these terms and conditions.

Name	
Signature	
Date	

Name	
Signature	
Date	

Couple:

Wedding Date:





### **Your Personal Data**

To be completed and returned upon booking to Lightwoods House, Adkins Lane, Bearwood, Smethwick B67 5DP.

Some of your personal data is required to enable you to enter into a contract with the Council.

Under data protection law you are only obliged to give the minimum data necessary to fulfil the contract. You may be asked for additional information, but it should be made clear to you if you are not obliged to give it. Refusal to give this additional information should not affect the contract you want to enter into.

Who we are

Sandwell Council is the Data Controller for the information held about you for this purpose/these purposes.

Contact details:

Sandwell Metropolitan Borough Council,  
Sandwell Council House,  
Freeth Street,  
Oldbury  
B69 3DB.  
Telephone 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at [dp\\_officer@sandwell.gov.uk](mailto:dp_officer@sandwell.gov.uk) or Tel 0121 569 3232

As a Public Authority, we do not have a representative in any other member states of the EU.

### **The information you give us will be used to: -**

- Assist us in the provision of your event at Lightwoods House
- We may need to contact you in order to discuss logistics of the event
- Process payments for your event

The information we need to fulfil our contract with you are, your name, address, and date of birth.

### **Your consent**

Under data protection law, Sandwell Council needs your consent to process your personal data, i.e. your telephone number and email address to: -

- Process your Booking Request
- Support the provision of your event
- Process payments for your event

By email, text, mobile and landline.

You are not obliged to give this data, and if you refuse it will not affect any other dealings you have with the Council.

Couple:

Wedding Date:



**How long do we keep your information**

We will retain your personal details for 30 days after the event.

**Your Rights**

You are entitled to know what personal data Sandwell Council is processing about you. If you want to obtain the data, or if you want to exercise any of your other rights about the processing of the data, you can contact the Data Protection Officer – contact details above.

You have the right to:

- have your personal data corrected if it is inaccurate or incomplete.
- ask for your personal data used for this purpose to be erased. This right may be limited where it is still necessary for the compliance with a legal obligation relating to the contract.
- ask for your personal data to be supplied in a commonly used format, where the processing is carried out by automated means, so it can be sent to another organisation.

You can also ask for the processing of your personal data to be restricted if:

- it is inaccurate.
- it is unlawful but you do not want it to be deleted.
- it is due to be deleted but you require it kept because of a legal claim.
- you have objected to the processing of the data and you are waiting for a decision about the objection.

For more information about your rights you can contact the Information Commissioner’s Office, which is the supervisory authority for the United Kingdom.

Contact details are:

- [www.ico.org.uk](http://www.ico.org.uk)
- Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)
- Tel: 0303 123 1113
- Write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Your data will not be transferred to another country for processing.

**I have read, confirm and agree to the details within these terms and conditions.**

Name	
Signature	
Date	

Name	
Signature	
Date	

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