



Rayleigh Windmill Civil Wedding, Civil Partnership, Renewal of Vows and Naming Ceremony Bookings Terms and Conditions

Please note the terms & conditions of hire set out below, please sign both copies and return one to Rayleigh Windmill Weddings, C/O Rochford District Council, South Street, Rochford, Essex, SS4 1BW.

- The venue will be available for you to decorate by prior arrangement. Access to the Windmill on the day of your event includes time afterwards for photographs and removal of decorations, times to be confirmed. Removal of decorations can be arranged for an alternative time but will be subject to an additional fee of £10.00 per hour (minimum charge of 3 hours)
- Venue hire charges vary dependent on the day of booking and are included in the celebration brochure.
- A non-refundable deposit of 50% is required at the time of booking with the outstanding balance due for payment four weeks prior to the event. In the event of cancellation, notification must be given in writing by the hirer and confirmed in writing by the venue. However, in the event of a late cancellation (i.e. one month or less prior to the date) we reserve the right to recover 50% of the hire charge.
- The hirer is responsible for all decorations such as flowers etc. Please note that we will not be responsible for any arrangements made between you and the person providing said items, although we will be pleased to provide details of frequently used companies. Due to the nature of the windmill no items may be attached to the walls or woodwork, and no candles or naked flames are permitted.
- Biodegradable confetti only.
- Please note that for legal reasons, we are not able to supply alcohol prior to or during the ceremony. Food and or drink may not be consumed in the Windmill at any time.
- Tables and chairs will be provided as required, the Windmill can seat up to 20 guests with one table and three chairs provided for the officials.
- The Mill Arts and Events Centre seats up to 22 (including wedding couple) for the reception. Actual room may vary and catering will be supplied by Virgin Active's preferred caterer. Final numbers and layout of chairs must be confirmed one week prior to the event.
- A CD player is available for your use in the Windmill. Music is not supplied.
- No fireworks are permitted.
- Price may be subject to an annual increase.
- The standard charge excludes:
 - Booking and cost of registrar and/or other officials
 - Decorations including flowers and balloons etc.
- Chair covers and sashes are included in the package option or can be hired from Rochford District Council for additional cost if Windmill only is booked.
- In the unlikely event of Rochford District Council having to cancel your event a full refund will be made, however, Rochford District Council will not be liable for any additional costs that may be incurred due to this.

We the undersigned agree to the above terms and conditions of hire for Rayleigh Windmill.

Signed Date.....

Name (BLOCK CAPITALS).....