



# Charlton Park

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## F O U N D A T I O N

### Terms and Conditions

- To secure your booking we require a 25% non refundable deposit with the main payment to be paid in full no later than 21 days prior to the event.
- A £250 damages deposit is payable for private parties and wedding receptions which will be refunded after the event (if no damages occur).
- Insurance – we would recommend that clients holding wedding receptions take out their own wedding insurance policy to cover all eventualities
- All vehicles left on the estate overnight are done so at the owner's risk.
- Due to our rural location fireworks are not permitted
- Due to the fire regulations a **NO SMOKING** rule applies inside Charlton Place House and in the marquees
- Due to fire risk and regulations candles are not permitted within the house.
- All prices are currently exempt of VAT
- Charlton Place is a Grade II listed building - we therefore regret that nothing is to be nailed, attached or pinned to the walls
- Confetti: we are happy for guests to throw confetti but do ask that it is biodegradable (rice, petals etc.) and not shiny or paper. A £50 cleaning fee will be charged for non-biodegradable confetti.
- The ballroom floor is softwood and therefore **stiletto heels are not permitted**
- Charlton Place is not available on Sundays except for occasional charitable events
- A corkage charge is levied at a flat rate of £7.00 per bottle on still or sparkling wines for guests providing their own wines (included in this price we will provide standard glassware, store, chill and serve the wine for you, supply jugs of water and complimentary squash for any children)
- Corkage charges must be paid no later than 14 days prior to the event
- Corkage is charged on all bottles (any wines not used will be returned together with a cheque for the excess corkage charged)
- All alcohol left at Charlton Place overnight is done so at the owner's risk
- For quantities over 100 bottles a £25 handling fee will be charged
- Any excess wine should be collected within 48 hours of the event.