

## **Terms and Conditions**

- 1. The client is responsible for all décor aspects for tables, this includes set up and breakdown. Please note that if any décor (that is hired from an outside source) is required to be set up prior to the cutlery and crockery this needs to be done 2 days prior to the event, as Firgrove staff set tables 2 days before an event. Any later set ups are the responsibility of the client.
- 2. No smoking is permitted in any buildings. Smoking is only allowed in the designated area.
- 3. The venue is only open till 12:00 this is not negotiable. The bar will close at 11:30 sharp.
- 4. The venue has a maximum seating of 110 people this includes suppliers that you need to seat in the venue
- 5. The light fittings cannot be taken down without prior arrangement with Firgrove. If they are taken down without consent a electrician fee will be charged to return them.
- 6. No draping is to be done without prior arrangement. No incisions are to be made into walls or roofing.
- 7. No nails, screws or permanent markings of any kind can be used anywhere on the building.
- 8. The floor layout must be sent to us at least 2 weeks prior to the event.
- 9. If you choose your own chairs, crockery, cutlery these need to be sent to us 7 days prior to the event. Failure to do so will result in the client having to set out own tables and chairs.
- 10. No artificial confetti allowed, only natural products
- 11. Chairs may not be removed from the Chapel or any other furniture.
- 12. Only the bridal car is allowed at the second level, no vehicles are allowed at the top level.

Please note that all information and costings is subject to change

These packages are available after signing standard Terms and Conditions