

## Terms & Conditions

1. All agreements for the hire of Pencoed House must be signed by the Applicant and returned to the Booking Clerk before any booking can commence.
2. A £1000 non-refundable/non-transferable booking fee must be paid at time of booking the venue. The Wedding packages, venue and accommodation payments are due 6 months before the event. Any additional extras are due one calendar month prior to the event. Any extra's ordered but not paid for, for any reason, will still be liable for payment before or after the event. All accommodation to be booked and pre-paid for 6 months prior and strictly non-refundable. £75 non-occupancy charge per room payable 6 months prior to event. (Please see current accommodation rate card)
3. The person by whom the agreement form is signed shall be considered the hirer. Where a promoting organisation is named above that organisation also shall be considered the hirer and shall be jointly and severally liable hereof with the person who signs the form.
4. Any decrease in the number of guests attending below the minimum requirement a charge per head of £50 will apply. For all functions a damage waiver payment of £145 is to be charged. This payment is to ensure against damage or loss in the buildings and the grounds but does not cover criminal damage. This is a one-off payment strictly non-refundable.
5. The Management reserve the right to cancel at any time during the hirer's period of booking any un-expired bookings for the period in the event of non-use or misuse of the premises by the hirer or organisation.
6. Notice of cancellation of any booking(s) must be made in writing to the venue at least one calendar month prior to the cancelled booking(s).  
THE BOOKING FEE IS NOT REFUNDABLE. If booking a new date, another non-refundable/ non- transferable booking fee of £1000 will be required to secure this and will be subject to that current tariff and T&C's.
7. Catering by any persons other than the preferred partners of Pencoed House is not allowed under any circumstances.
8. The bar facilities are available during normal opening hours. The venue will close at midnight without exception. No alcohol shall be consumed on premises if not purchased at bar or provided by hirer under company rules of purchase. Alcoholic favours are permitted by prior arrangement and a charge will apply.
9. All conditions attached to the Public Music and Dancing Licence shall be duly observed. Live & recorded entertainment is permitted by prior arrangement between 10am and 11.30pm.

10. Strictly only 200 people will be allowed in the Hall. All guests leaving the venue must do so by means of vehicle transfer from within the grounds and not from the entrance driveway or by the public footpath.

11. The hire of the Pencoed House does not entitle the hirer to use or enter the premises at any time other than the specific hours for which Pencoed House is hired, unless prior arrangements have been made with the venue.

12. The hirer shall not sub-let Pencoed House or any part thereof.

13. The hirer shall be responsible for all damage arising from any act of omission to act or neglect the part of hirer, guests, agents or any person resorting to the hired premises by the hirer, which may occur to the venue or accommodation and adjacent premises of the hall and to any property in the estate and such adjacent premises during the period of the hire or while persons are entering or leaving the venue or accommodation pursuant to the hire.

14. The Management shall not be responsible for any loss or damage to any property arising out of the hiring or for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to Pencoed House during the hiring arising from any act or omission to act or neglect on the part of the hirer, guests, agents or any person resorting to the hired premises by the hirer or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause Pencoed House to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the Management against any claim which may arise out of the hiring as a result of any act or omission to act or neglect on the part of the hirer, his servants, agents or any person resorting to the hired premises by reason of the user of the hire premises by the hirer.

15. The Management accepts no responsibility for any vehicles left on the premise on the day of the function. Strictly no vehicles must be left on the premises overnight unless the owner is staying on site in the pre-paid accommodation.

16. The right of entry to Pencoed House is reserved to the Management, duly authorised members any other agent of the Management and any Police Officer at any time during the hiring.

17. The hirer shall be responsible that good order be kept in Pencoed House during the hiring and the Management may charge the hirer for any extra expense it may incur for engaging Police to preserve order prior to, during or after any entertainment or meeting in the Pencoed House.

18. The Management reserve the right to put a stop to any entertainment or meeting not properly conducted.

19. No bolts, nails, tacks, screws, bits, pins, cellotape or other like objects shall be driven into any part of Pencoed House nor shall any articles be fixed thereto, without prior permission.

20. If the hirer shall continue his occupation of Pencoed House or any part of Pencoed House after the time for which he engaged the same he shall be charged for the excess period. He shall in addition be responsible for any loss or damage occasioned to the management by reason of such holding over.

21. Setup from 8.00am in the morning of the event. Any items brought into Pencoed House by external suppliers must be removed by midnight from the Hall. The Management accepts no responsibility for any property left on the premises after the hiring. The accommodation must be vacated by 10.00 am on the day after the event.

22. No flags, emblems or other decorations shall be displayed outside any part of Pencoed House without previous consent of the Management. The hirer shall remove any flag, emblem or other decoration displayed inside Pencoed House if in the opinion of the Management it shall be unseemly or expose Pencoed House to undue risk of fire or in the opinion of the Management or its authorised member it is likely to lead to a disturbance or breach of the peace.

23. No entertainment shall be held or given which will involve any increased risk of fire or violate any policy of insurance without previous notice being given to the Management.

24. No additional lights or extensions from the existing electric lights are to be installed unless previously agreed in detail prior to the hiring.

25. The hirer shall not use Pencoed House or any part thereof for any purpose than mentioned in this application.

26. No alcohol should be consumed on the premises or on any on site accommodation, i.e cottage, barn and stable rooms, if not purchased from our Bars or provided by the hirer under company rules of purchase, during the bar opening hours which are typically 11.30am until 12 pm midnight on the day of your wedding/event. A drinks Bond of £500 is payable 30 days prior to the event and refunded 5 working days after the event, provided the strict bringing your own drinks to the venue rules are complied with by all guests attending.

27. This agreement is not transferable in any way.

Signed by

Bride

Date

Groom

Date



Call us on 029 2167 8090 or email  
[enquiries@pencoedhouseestate.co.uk](mailto:enquiries@pencoedhouseestate.co.uk)

Pencoed House Estate,  
Llantrisant Road,  
Capel Llanilltern,  
Cardiff CF5 6JR