



.....a tranquil rural retreat for all your occasions

### **General Booking Information**

**Lains Barn, Ardington, Nr Wantage, Oxon, OX12 7QG**

#### **Inclusive Services**

- All clearing and cleaning services (for commercial rate functions e.g. civil ceremonies and major events)
- An initial consultation with our Wedding and Events Co-ordinator who will provide a one to one session where she can advise you on service providers, how to deal with the logistics of Lains Barn and provide a single point of contact for queries regarding the Barn.
- A fully licensed bar in attendance providing all drinks provision. No corkage is permitted.
- Banqueting chairs and oblong tables sufficient for 120.

#### **Booking**

Only when the Hirer has returned the Booking Form and signed approval to the Terms and Condition (with the relevant payment) will a contract exist between the Vale and Downland Museum (Trading) Limited and the Hirer.

#### **Hire Fees**

All payments must be made directly to the Lains Barn Booking Office – cheques payable to 'Vale and Downland Museum (Trading) Ltd'. Hire fees charged are those stated on the Charges sheet relevant to the Hiring date. Payments can be made over the phone by credit card.

#### **Access/Viewing**

Handover of the barn is at 9am for all day hire and 6pm for an evening event. There are no exceptions. The Caretaker is responsible for the handover of the barn to the Hirer or their Representative. Health and Safety requirements will be explained and a Handover Sheet must be signed by the Hirer or their Representative.

If you would like to visit the barn again after Booking this must be arranged via the Lains Barn Administrator.

#### **Alcohol Provision**

All alcohol and soft drink provision without exception will be by our licensee (Vale & Downland Museum (Trading) Ltd). You may not bring in your own alcohol for consumption of any of the premises. Corkage is not permitted.

Current bar prices and sample wine packages are enclosed, if you have any questions or special requirements please contact Joan Snelling (Bar Manager) on 07899 938099.

#### **Smoking**

Smoking is not permitted in the barn or the covered byre. Those who smoke outside must dispose of their cigarette ends in the containers provided and not on the grass.

#### **Fire Exits**

Hirers must keep every gangway, corridor, passage, lobby, staircase and other designated exits clear at all times. Failure to do so is not only reckless but will result in the event being terminated.

#### **Minstrel Gallery**

Only music for a ceremony and photography is permitted in this area for health and safety reasons. Under no circumstances must children be allowed access to this area.

#### **Damages**

All damages must be paid for and we will require a minor damage/contravention of terms deposit of £250 at least 1 calendar month before your event. This will be returned after your event, providing no damage or contravention of terms and conditions has occurred.

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*Lains Barn, Vale and Downland Museum, Church Street, Wantage, Oxon, OX12 8BL.*

[www.wantage.com/lainsbarn](http://www.wantage.com/lainsbarn) e-mail: [lainsbarn@wantage.com](mailto:lainsbarn@wantage.com)

**01235 832745** Registered Charity No: 270466

### **Maintenance of Order**

The Hirer is required to be present all functions and to nominate two named attendants. It is the responsibility of the Hirer and the attendants to maintain order, to ensure that there is no use of drugs, no verbal or physical abuse of staff or their representatives, that purchase or consumption of alcohol is not permitted by underage drinkers or persons under excess influence of alcohol. If there is evidence of any of these issues it falls to the Vale and Downland Museum (Trading) Company Limited representative to take a decision to terminate your event.

### **Event Insurance**

You are required to take out appropriate cover for cancellation, damage, loss and third party cover of a minimum of £2,000,000 a copy of your policy must be sent to the Lains Barn Administrator at the Vale and Downland Museum with your Event Sheet. These will be displayed at Lains Barn on the day of your event. Please contact the office for details of our standard policy.

### **Cancellations**

All cancellations are required in writing. In the event of a cancellation made less than 6 months before your event then all fees are payable unless we are able to re-let at a commercial rate.

Cancellations made less than 4 months before your event will not be reimbursed. It is a condition of hire that you take out sufficient insurance to cover you for this eventuality.

All cancellations irrespective of when notified will incur an administration charge of £150.00

### **Personal Possessions**

You must ensure that all your belongings, hired in equipment, equipment relating to entertainment and any other items pertaining to your event are removed from Lains Barn by midnight. There can be no exception to this as the barn is cleared by outside Contractors at midnight and cleaned by external Contractors at 6am ready for handover at 9am. We cannot accept responsibility if items are lost or damaged so they must be removed.

### **Car Parking**

Vehicles cannot be left overnight. Lains Barn is remote and cars left could attract problems. Furthermore you cannot guarantee that guests will return before 9am the following day to collect their vehicles. It is an important part of hiring Lains Barn that Hirers take over the barn without any evidence of the previous function. It is important you advise guests of this when issuing invitations.

### **Ceremony Charge**

Lains Barn make a charge for all kinds of ceremony whether legal civil or 'special'. The reduction for 'special' reflects the fact we have no need to charge for a contribution towards our charities annual civil ceremony licence or attendance by a Lains Barn representative which we are obliged to do for civil legal ceremonies. The terms 'special' refers to any other form of ceremony which you may wish to hold at Lains other than a legal civil ceremony attended by the Oxfordshire Registration Service. This charge ensures that the barn is handed over to you ready for a full indoor ceremony of a kind approved by the Trustees. The Oxfordshire Registration Service have their own scale of fees for attending the civil ceremony and this is paid direct to them by yourselves.

### **Ceremony times**

If you are having a legal or 'special' ceremony at Lains Barn it must be after 2pm on any given day. Friday ceremonies are at 3pm. There are no exceptions to this.

Lains Barn is owned by The Vale and Downland Museum Trust (a registered Charity). Hiring fees from the barn and profits from income of the bar will be channelled directly into the works of The Trust, which operates the Vale and Downland Museum in Wantage. By hiring Lains Barn and using the in-house bar you will be supporting a local community venture, which attracts over 50,000 visitors per year.