



THE BARN

TEA GREEN



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## Welcome to your Wedding... your way...

**CONGRATULATIONS** on your engagement and forthcoming wedding!!!

**The Barn - Tea Green** is nestled on the Bedfordshire/Hertfordshire border in the countryside on the outskirts of Luton. This intimate and beautifully located modern barn conversion is the perfect venue to host your special day.

We take great pride in the friendly, professional and above all personal service offered by our wedding co-ordinators and members of the events team, we work closely with you so all your needs are met to ensure a perfect day.

**The Barn** boasts large wooden beams with four large double doors leading out onto the patio and amazing garden space for enjoying the best of the Summer days or cosy up by the fire pit during the crisp Winters.

**The Barn** accommodates 200 guests for your wedding breakfast with a traditional rectangular top table and nineteen round guest tables with a

maximum of 250 guests for your evening reception and buffet.

All guests during the day must be catered for and a minimum of 80% of total guests during the evening.

Should you decide **The Barn - Tea Green** is the perfect setting for your wedding reception a provisional reservation can hold a date for up to seven days, with a £1000.00 deposit needed to secure your date. This deposit is non-refundable but is portable within one month of your booking should you have to change your date for any reason, after this time the deposit will be payable again to change dates.

If you have any special requirements or you would like us to help with some of your arrangements then please feel free to contact us and use our experience to help make your wedding day a little less stressful.



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## The Ceremony...

**The Barn** is fully licensed to hold Civil Wedding Ceremonies and Civil Partnerships, allowing couples to be married on the premises with up to 120 guests.

The ceremony will take place in **The Barn** and removes the hassle of transportation on your wedding day allowing you and your guests more time to relax and enjoy your wedding celebrations.

Our charge for holding your ceremony will be £400.00, registrar fees apply.

### Contacting your Registrar...

Email [registrars.admin@hertfordshire.gov.uk](mailto:registrars.admin@hertfordshire.gov.uk) or call on **0300 123 4045** for more information on our venues and registrars or to answer your questions.





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## Wedding packages...

We have put together the ideal package to take the stress out of organising your big day... Hire of The Barn - Tea Green is also available on a “dry hire” space only basis, please refer to the prices below, an additional charge of £1000.00 is payable for use of the kitchens when dry hiring, £500.00 will be refunded on satisfactory handover of the facilities.

Venue only hire includes: exclusive hire of all front of house areas of the venue and garden, standard round tables, chivari chairs, use of AV equipment, guest WiFi and venue co-ordinator

### VENUE HIRE

FRONT OF HOUSE AREAS OF THE VENUE AND GARDEN,  
STANDARD ROUND TABLES AND USE OF AV EQUIPMENT  
AND GUEST WIFI

### BRIDAL DRESSING ROOM

WELCOME DRINK  
BUCKS FIZZ OR PIMMS

### THREE COURSE WEDDING BREAKFAST

1/2 BOTTLE OF WINE PER PERSON  
FLUTE OF PROSECCO FOR TOASTING

EVENING BUFFET\*

WHITE TABLE LINEN

LIMEWASH CHIAVARI CHAIRS

WEDDING CO-ORDINATOR

**£11,450.00**

BASED ON 60 DAY GUESTS & 100 EVENING GUESTS  
ADDITIONAL DAY GUESTS: £95.00  
ADDITIONAL EVENING GUESTS: £15.00

### EXTRAS:

WEDDING CEREMONY: £400.00

CANAPES: £10.50 PER PERSON  
INCLUDES THREE CANAPES

ENTERTAINMENT PACK: £1500.00

DJ & DISCO, WHITE STARLIT LED DANCEFLOOR, LUXURY  
PHOTOBOOTH & GUESTBOOK, LIGHT UP LED LETTERS\*

\*ONLY OUR HANDPICKED DJ AND PHOTOBOOTH PROVIDERS  
ARE PERMITTED TO PERFORM AT THE BARN - TEA GREEN

### DRY HIRE:

PEAK: £5000.00 OFF PEAK: £3500.00

### WHAT DOES DRY HIRE MEAN & INCLUDE

Hire our beautiful venue and fill it with your caterers  
and other suppliers with the exception of  
our house DJ and bar facilities



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## Build your quote, food & drink...

Our award winning suppliers source all of our food locally and use the finest ingredients to create dishes from the contemporary to the latest trends. The Barn - Tea Green recommends the following caterers:



Lucy  
07737 889951  
[www.hostcatering.co.uk](http://www.hostcatering.co.uk)



Lisa  
01582 476697  
[www.lisarobertscatering.co.uk](http://www.lisarobertscatering.co.uk)



Laura  
07779 281058  
[www.kingfishercaterers.co.uk](http://www.kingfishercaterers.co.uk)

### Drinks packages (priced per person)

#### The House Classic

£25

**Welcome:** glass of house prosecco  
**Dinner:** half bottle house white or red wine per person,  
bottles of still water  
**Cheers:** glass of house prosecco

#### The VIP

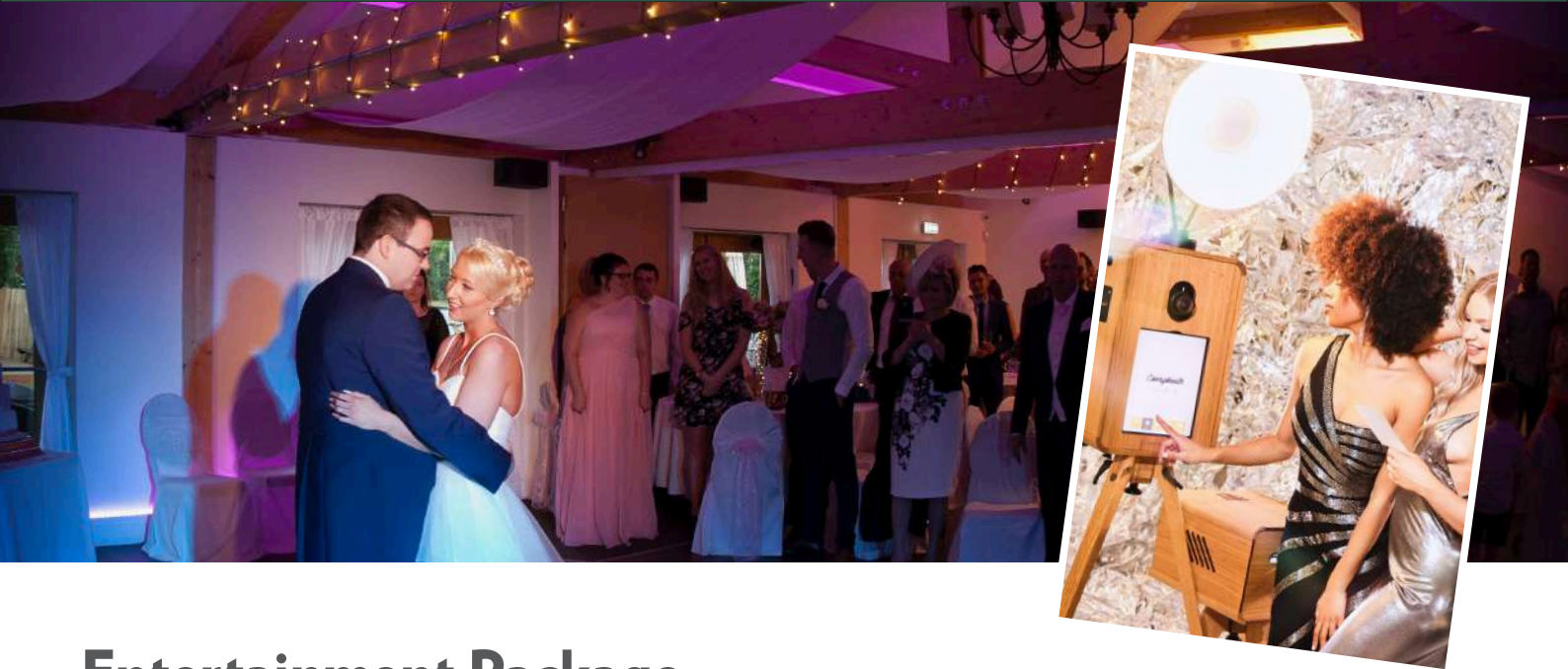
£40

**Welcome:** 2 x glasses of prosecco, cocktails or mocktails  
**Dinner:** half bottle house white or red wine per person,  
bottles of still water  
**Cheers:** glass of champagne



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## Entertainment Package...

We have taken all the hassle out of finding top notch wedding suppliers, we've checked all their insurances and legal competencies so no need to stress about your supplier showing up on the day, having multiple people to pay, or are they simply to the high standard to compliment your big day. We've carefully chosen and put together our highly recommended entertainment package which includes the DJ, photo booth, dance floor and light up letters. **Cost: £1500.00**

### DJ *(exclusive)*

The DJ will contact you to discuss all of your requirements, first dance and general playlist for the evening. The standard operating times for the DJ are 7pm - midnight.

### Photo Booth *(exclusive)*

What these guys dont know about capturing amazing, fun wedding memories isnt worth knowing. Using their amazing retro vintage booth which compliments the barn perfectly to take high quality photos with instant prints and sharing to guests phones and a guestbook as a lovely keepsake to take home at the end of the night. Package includes personalised photo overlay and a micorsite gallery to host all the photos.

### Dance floor and Light up letters *(optional)*

The floor comes alive with the crisp gloss white dancefloor with twinkling LED lights, the perfect size of 16ft x 12ft sits just right in front of the DJ.

4ft retro vintage wooden light up letters finish off the look of the barn.





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## The Small print...

THIS AGREEMENT (hereafter "Agreement") is made and entered into by The Barn Tea Green Ltd (hereafter "Venue") and \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_

(hereafter "Client(s)")

### 1. CONFIRMATION OF BOOKING

1.1 Prior to receipt of deposit: a) all bookings remain provisional for seven days and all dates and items subject to availability; b) the Venue may cancel any provisional booking without liability to the Client after this time.

1.2 The event booking form together with these Terms and Conditions shall take effect from the date of the Client(s) signature(s) and shall together comprise the entire agreement between the Client and the Venue in relation to the booked event.

1.3 Confirmation of the final numbers of guests must be given to the Venue at least six weeks prior to the date of the event. The Venue will endeavour to accommodate any reasonable increases in the number of guests above the number stated on the event booking form, but cannot be guaranteed. No reduction in charges payable can be made if the number of guests is reduced after final balance has been paid.

### 2. PAYMENT TERMS

2.1 Subject to any discounts or rebates agreed by the Venue, you agree to pay: a) all pre-booked charges as stated in the event booking form and all other charges incurred by you or with your authorisation at or relating to the event for food, drink, facilities, sundries or other goods or services. b) in the event of cancellation of the event, the appropriate cancellation charges as set out in clause 3 will apply.

2.2 All pre-booked charges shall be payable in full at least four weeks prior to the event. The Venue reserve the right to cancel the event and charge the appropriate cancellation charge if such pre-booked charges are not paid within these time scales without any liability to the Venue.

2.3 You agree to pay for any items received but omitted from the invoice.

2.4 Deposit payments are deducted from the final balance.

2.5 An initial deposit of £1000.00 is required to secure the booking with an additional deposit of £1000.00 due no later than six months prior to the wedding date, the event may be cancelled without liability to the Venue if this secondary payment is not received. If the wedding date falls within six months of the booking a deposit of £2000.00 is payable.

2.6 Initial deposits are NON-REFUNDABLE, secondary deposits may be refundable at the discretion of the Venue.

2.7 Final balance is due seven days after your final meeting, the final meeting will be conducted approximately six weeks prior to your event date

2.8 Dry hire arrangements require a security deposit of £1000.00 in addition to the hire fee, any damage repairs or excessive cleaning may be deducted from this amount, the balance of the security deposit will be refunded within 48 hours of your hire completion.

### 3. CANCELLATION

3.1 The Venue may cancel your event and this agreement with immediate effect and without additional liability to you if; a) any sum payable to us has not been paid in full by the due date for payment; b) you have committed a breach of these terms and conditions.

3.2 The Venue may cancel or postpone in the event of circumstances occurring or arising outside our reasonable control; shortage of electricity or other utilities, flood or leakage, fire, storm or any other natural calamity.

3.3 The Client(s) may cancel the event, on notifying The Venue in writing in advance, subject to payment of the cancellation charge as follows; a) any time after deposit is paid – deposit forfeited; b) notice of less than six months up to eight weeks prior – second deposit forfeited ; c) notice of between 6 - 2 weeks – 75% of pre-booked charges; less than 2 weeks – 100% of pre-booked charges.

### 4. EVENT OBLIGATIONS & LIABILITY

4.1 The Client(s) shall comply with our security, fire, emergency, health and safety and licensing requirements at all times. The Venue reserve the right to refuse entry to, or eject, any guest at The Venues sole discretion. You shall comply at all times with The Venues smoking policy and all licences relating to the premises.

4.2 You shall take all reasonable care of the premises, equipment and facilities at the event. You shall promptly report any and all accidents or damage caused by you or your guests occurring to any fixtures, fittings, equipment, facilities or property at the event, and you hereby guarantee to reimburse The Venue upon demand for all loss, damage, cost and expense arising in connection with any such incident, except where such incident is attributable to The Venue negligence.

4.3 The Venue does not accept responsibility or liability for you or your guests' personal property.

4.4 Strictly no alcohol or other drink may be brought into the venue by the Client(s) or their guests for consumption on the premises without prior agreement with the Venue. Failure to comply with this will result in the Client(s) or guest being asked to leave the premises and or the event being cancelled with no liability to The Venue.

4.5 The Client(s) will be liable for any items belonging to The Venue that are removed without authorisation. .

### 5. ENTERTAINMENT AND SERVICES

5.1 We reserve the right to approve entertainers and other services contracted or invited on to the premises by the Client(s). Only the house DJ is permitted to perform at the Venue. 5.3 Live music and/or bands are not permitted to perform at the Venue. 5.3 The selling of alcohol and playing of music will cease at midnight unless an extension licence has been applied for at least 14 days prior to the event. The venue closes at 12.30am.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Client One

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Client Two