



Newlands Bishop Farm
Berry Hall Lane
Catherine-de-Barnes
Solihull B91 2RY
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www.familycaretrust.co.uk
www.newlandsbishopfarm.co.uk

Newlands Bishop Farm Event Terms and Conditions

Newlands Bishop Farm (NBF) offer tipi only access on Thursday before the event from 09:00 to 17:00 and Friday 09:00 to 16:00. Exclusive use of the venue and facilities is then available from 16:00 on Friday to 17:00 on Sunday.

This gives you access to the main farm building which includes:

- Toilets & Services
- Electricity
- Large function room plus two smaller rooms
- Large garden with BBQ – BBQ only available when bar area not in use on Sunday
- Decking area
- Car parking*
- Access to gardens
- Hire of the large field for a tipi, provided by The Little Tipi Company, who work in partnership with NBF
- Non legal ceremony to take place in the tipi field in front of arch
- Bar which is stocked and staffed by NBF on the day of the event between 12.00-23.00, a late licence until midnight can be applied for at an additional cost

Please note that this use does not include the use of the kitchen.

*Cars can be left at NBF overnight on the Friday and Saturday of the event at the owner's risk. Cars must be collected by 17:00 on the Sunday of the event.

The contact details for events at NBF are as follows: -

The Wedding & Events Co-ordinator

Telephone: 0121 711 2939

Mobile: 07704 160 418

Email: nbfweddings@familycaretrust.co.uk

NBF work in partnership with the Little Tipi Company who are the sole provider of tipis and marquees at NBF. They offer two large tipis joined including flooring, dancefloor and lighting inside the tipi, along with tables and benches for up to 120 people seated, with room for 150 people able to attend on the evening. The layout can be altered to a degree, but the flooring and dance floor will remain in position.

A deposit of 30% of the total hire cost is required to secure a booking and this should be paid as soon as possible but no more than 14 days after the invoice dates. The deposit is split between the tipi hire and the venue hire. The invoice for the tipi will be sent from The Little Tipi Company and the invoice for the venue will be sent from NBF. Bookings will not be secured until both the farm and tipi deposits are paid. All hire deposits are non-refundable.

If the booking is within six months of the event, then 100% payment will be required. As above, invoices will be sent from The Little Tipi Company and NBF.

The outstanding balances are due 6 months before the date of the event. Invoices for the outstanding balances will be sent out 7 months before the event with a 30-day payment term. If payment is not made within the payment term, NBF reserve the right to cancel the event and no longer continue with the booking.

In the event of client cancellation, NBF reserve the right to charge a cancellation fee as follows: -

- i. If the booking is cancelled more than 6 months before the event the deposit, being 30% of the total hire, cost will be retained.
- ii. If the booking is cancelled less than 6 months before the event, the total hire cost will be retained

A £1,000 security deposit is required 1 calendar month prior to the event. Any loss or damage to NBF or its property, together with any additional items requested by the client e.g. corkage, haybale couches, fire pit etc. will be deducted from the £1,000 security deposit. If the deposit is insufficient to cover the costs for additional items or damage the balance will be payable within 30 days after an invoice has been issued to the customer. Any over payment will be refunded to the client by bank transfer within 14 days of the event.

During the period of hire the client is responsible for moving any tables and chairs within both the café and tipi and ensuring they are stored in a suitable area.

The client has responsibility for any loss, damage, and theft incurred during the period of hire. This includes any third-party materials or equipment that have been hired through NBF. The client is responsible for the safety and security of all persons and property whilst on site.

NBF is to be left in a clean and tidy condition and all items belonging to the client and any third-party must be removed from NBF by 17:00 on the Sunday following the event. Any belongings, materials or equipment remaining on site after that time will be disposed of without prior consultation.

NBF and The Little Tipi Company will make a decision on the day as to the suitability of the weather conditions for hosting the event. If it is deemed unsafe as a result of severe weather conditions, the event may be cancelled. The client is advised to take out cancellation insurance to cover such possibilities.

Entertainment and music are only permitted on a Saturday. All entertainment within the tipi is subject to a controlled limit via a noise limiter. In addition, it is compulsory for both recorded and live entertainers to use the NBF inhouse speaker system within the tipi. We recommend the client discusses this with their chosen entertainer prior to confirming any entertainment booking. Live band sets must be between 19.00 - 22.00 on the day of the event. Recorded music is permitted between 14.00 - 23.00 unless a late license is endorsed by the local authority until midnight. A license extension must be requested to NBF as soon as possible and is subject to additional charge where available. On the day of the event acoustic music is permitted outdoors. Amplified music is strictly prohibited in any outdoor space and the use of amplified music in any outdoor space may lead to cancellation of the events.

There will be no smoking or fires within any buildings, tipi or decking area. Any fire pit will be controlled in an appropriate manner in an outside space by staff from NBF.

Only alcoholic and non-alcoholic drinks purchased from NBF are to be consumed on the premises, unless corkage has been agreed by prior arrangement. Corkage is only available for the reception, toast drinks and table wine during the event. Any other beverages must be purchased from NBF. Anyone consuming their own beverages will be asked to leave the event by staff of NBF and will not be re-admitted.

NBF reserve the right to stop and cancel the event immediately in the event of any illegal activity by any persons on site for example the consumption of illegal substances.

NBF have Public Liability Cover of £5,000,000. For the reasons discussed above NBF strongly recommend that the client take out an insurance policy that is adequate to cover all our terms and conditions.

By paying the deposit, the client has accepted these terms and conditions.

These terms and conditions may be varied if NBF are required to make changes to the venue or hours of operation by Solihull MBC or any other third party.

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