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ASHFIELD HOUSE

Terms & Conditions

1. An initial deposit of £1000 is required to secure your booking and £1000 will be due 12 months prior to the event. If you book within 12 months of the event the deposit will be £2000. Further payments will be as follows; 30% of the estimated cost nine months prior, 60% six months prior and 90% three months prior to the event.

2. Your estimate is only approximate and will more than likely change once you have finalised your choices and numbers. Approximately eight weeks prior to your event a meeting will take place to discuss final details and final number of guests. The final balance is due fourteen days before the event.

3. Deposits and payments for events are required by cash, card or BACS payments (please include the wedding date and surname as reference). All monies paid are paid specifically for that particular date, we are unable to transfer any monies to any other dates under any circumstances. All deposits and further payments are nonrefundable.

4. Deposits must be paid when they are due, late payments are subject to a 10% surcharge and you will be at risk of losing your date and deposits paid. We reserve the right to cancel any event if deposits fall in arrears.

5. We require you to take out wedding insurance before paying your deposit. In the event that your wedding is booked too far in advance to obtain wedding insurance, you are required to send us proof of insurance as soon as you are able to take out a policy.

6. Ashfield House is exclusively yours from 11am until midnight.

7. Ashfield House reserves the right to cancel any event without refund or compensation if the event might, in the opinion of the venue, prejudice the reputation of the venue. We reserve the right to terminate any event if the event is not being conducted in an orderly and lawful manner.

8. Children are welcome although they must be supervised at all times and they must not cause any inconvenience or health & safety risk to staff or guests.

9. Wedding bookings are subject to minimum spends which will be communicated to you at the time of booking. When you complete our online booking form, please include a copy of your quote so we can make sure your quote is suitable.

10. A menu taster session is included and pre-booking is essential stating the two dishes per course you would like to trial. Not all dishes are available for tasting as some are not feasible in small quantities. We are not able to provide a taster for a buffet, informal food and seasonal taster menu options.

10a. It is the organisers' responsibility to find out if there are any guests with dietary requirements and we require confirmation in writing of their allergies and/or intolerances to ensure they are provided with the correct food. Our food contains allergens and there is a risk of cross contamination.

10b. We regularly update our fixtures and fittings and the furniture (including chairs) may change between the time of booking and your event.

11. The guest numbers given to us at the time of booking are your minimum numbers (they will have been broken down into children and adults), they may increase but in the event of a decrease you will be charged full price for any shortfall. Numbers can only increase to within the room capacity, if in doubt please ask.

12. All guests in attendance must be catered for, day and evening. This ensures we provide enough food and staff the bar correctly.

13. All daytime guests must be provided with a daytime guest package and all children must be provided with a children's package. Any babies who do not require food or drink do not have to be catered for but please check beforehand with parents/guardians to avoid any embarrassment for your guests.

14. Fireworks are only permitted on New Year's Eve and over the Bonfire weekend in November. All fireworks displays must be managed by a professional firework company to be approved by Ashfield House in advance. Fireworks must be low noise, and the display must be finished by 8pm.

15. Our standard Daytime Guest price is for one choice of wedding breakfast meal plus a vegan option. A choice menu is available for an extra fee, as per the current pricelist. Where a choice menu has been offered to guests it must be limited to a maximum of two choices per course (plus vegetarian or vegan main course) and we must be provided with a full pre-order. Children must choose from two options. Guests individual choices must be written on their place card (or similar) at their table setting.

16. You are required to bring your decorations, etc. in an organised manner; each table must have a box containing the relevant place cards, decorations and table plan. You must thoroughly complete your handover checklist at the pre-arranged handover meeting; without this we cannot accept responsibility for items used incorrectly or missed out.

17. The bar and music finishes at midnight. A resident's bar may be provided at our discretion once non-resident guests have left. The doors and windows leading out from your evening reception function room must remain closed during the evening reception to limit the noise to neighbours. In the Restaurant the terrace will be accessed via the bar doors which must not be propped open.

17a. Included in the Venue Hire cost is entertainment for your evening reception. We will work with you to book either a DJ, musician(s) or host to suit your requirements. Some entertainment options will be subject to an additional fee.

18. Where contractors are employed (i.e. bands, DJs, florists, photographers, etc.) it is the responsibility of the organiser to ensure the contractors adhere to our terms and conditions. Please note that we have a sound limiter and organisers must inform contractors of this and are advised to contact the venue if they require any further information. The venue reserves the right to refuse access to any contractors for whatever reason. Goods (i.e. chair covers, decorations) must be collected 11am the following day, anything left after this time may be disposed of.

19. We do not accept responsibility for damage or loss of property on our premises. All items left at the venue are entirely at the owners risk.

20. Smoke machines, dry ice or similar equipment are not permitted due to the sensitivity of the fire alarm system. Chinese lanterns are not permitted due to the protected trees in the grounds.

20a. Confetti is permitted at the front door only and must be biodegradable because we love our garden. Organiser must get approval from the wedding coordinator before using confetti to make sure it is suitable.

21. If you are hiring chair covers directly please make sure the covers fit. Chair decoration and hired chairs cannot be transferred between rooms.

22. Accommodation is available for guests and room rates include breakfast. Check in time is 2.00pm and check out time is 11.00am. Early check-ins are subject to availability, including Room Number One. The Sitting Room is available until 8pm.

23. You will be allocated the bedrooms exclusively on the night of your wedding. Your guests will book with you and settle their own bills when they check in. You are required to confirm 8 weeks before the wedding which rooms you require. Any cancellations or unpaid bills will be payable by the event organiser.

24. Admittance onto the premises is entirely at the discretion of the management. We reserve the right to remove any person whose conduct or dress is deemed inappropriate.

25. Any damage to the premises, fixtures and fittings is payable by the event organisers. Any accounts left unpaid by guests of the wedding are payable by the event organisers prior to departure.

25a. Any additional cleaning required, as a direct result of guests (including guests staying in one of the bedrooms) is payable by the event organisers.

26. Under no circumstances must any alcohol be brought onto the premises for consumption. Guests may be asked to submit to a search, if they refuse they may be asked to leave. Any unauthorised alcohol found will be confiscated and disposed of. Alcohol is not permitted as wedding guest favours. Please communicate this to your guests to avoid any embarrassment on your day.

27. Well behaved dogs are permitted during the day on your wedding day. Unfortunately, pets may not stay over at Ashfield House, but we can provide local pet sitting contacts. Any additional cleaning that may be required following the pet visit is payable by the event organisers.

27a. Dangerous dog breeds are not permitted on the premises.

28. The venue shall not be liable for any failure to provide contracted facilities in the event of it being prevented from doing so as a result of re, storm, food, disturbance, plot, industrial action or any other causes beyond its control.

29. Candles are permitted in enclosed holders. Any additional cleaning costs due to candle wax, including on the table linen, will be chargeable to the event organisers.

30. We endeavour to provide fixed rates for your wedding however prices may be subject to change without prior notification and this will not result in the client being entitled to resign from the contract. We will give at least 30 days notice of price changes wherever possible.

31. These terms and conditions may be subject to change.

32. Social distancing guidance and government or local authority restrictions are outside of our control. Should this be the case, we will work with you to ensure you have the day you planned but some aspects of our service may require adapting to the restrictions. Guests must adhere to all government guidance.

Ashfield Weddings Limited
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