

The Milwards Estate

Lewes Road
Laughton
East Sussex
BN8 6BN

Milwards House Venue Hire

Terms and Conditions 2026-2027

1. Provisional bookings will be held for 7 days.
2. Bookings will be confirmed upon receipt of:
 - A. Signed and dated booking form
 - B. Signed and dated terms and conditions form.
 - C. A 50% non-refundable deposit is paid, 10% if the booked date is in the following calendar year. A further 50% will be due in November the year preceding the booked date.
All fees, once paid, are non-refundable.
Once the deposit is paid you have agreed to these terms and conditions.
3. The balance will be due payable two months prior to the date of the event. Any event booked within two months of its commencement will be required to pay the full fee immediately and is non-refundable.
4. In the unlikely event that Milwards House has to cancel for any reason, all advance payments received will be returned although Milwards House will not have any liability for any other costs incurred by you or any third parties you have instructed.
5. Milwards cannot guarantee the day before to set up as we may have another event booked.
6. We strongly advise you take out your own wedding insurance in the event that your wedding is cancelled for any reason.

7. Bookings made with third parties by yourselves must be settled directly by you and not Milwards House.
8. Clients shall be liable for any costs incurred in repairing any damage to the premises caused by clients or their guests.
9. Third party contractors visiting Milwards House, such as bands and caterers, must be approved and have proof of relevant insurances and health and safety documentation.
10. All vehicles and belongings left overnight must be removed by 12pm (midday) the following day.
11. All clients and guests vehicles, personal belongings at The Milwards Estate are left entirely at the owner's risk. The Milwards Estate and their owners will not be held liable for any damage or theft for any reason or circumstance.
12. All drinks must be purchased through The Milwards Estate. Milwards does NOT allow corkage
Milwards does NOT allow wedding shot favours to be brought in or any other alcohol.
Milwards can arrange wedding favours in miniature bottles or shot glasses if required.
Any welcome/wine and or toasting drinks ordered must be paid for at least 2 weeks before the wedding date.
If you have placed a special order, i.e. for kegs or bottles and they are not used, you will incur a charge for the remaining balance of the purchase if it is not something that Milwards usually stock.
13. Children MUST be accompanied/supervised by a parent/guardian at all times and are the parent's/guardian's responsibility. NO ball games to be played in the garden/marquee area but may be played in the field down by the side of the lake.
Swing seat is for photograph opportunities only and is NOT for swinging on as the tree is very old.
14. Confetti
No confetti bombs, only bio-degradable rose petals.

The location of the confetti shot must be agreed by Milwards.
Table sequins/table confetti – this has a tendency to go everywhere so please bear this in mind when clearing tables and do not sweep onto the floor.

15. Clearing the venue

At the end of the evening all leftover food must be cleared off the tables by 11:30pm. This could be a member of your party or you can make additional arrangements with Milwards for an additional fee.

China, cutlery, paper plates from any evening food must be cleared off the tables at the end of the evening.

Milwards will remove all glasses from the tables.

Table decorations must be collected together and put onto one table without its tablecloth on.

Tablecloths can remain on tables alone or, if they have come in a rental company bag, please put back for collection by suppliers.

If arranged with Milwards you can collect any remaining items before 12 midday the following day.

If we have another event booked the day after your wedding, we ask if you could collect all belongings by 10:00 a.m. the following morning and tidy your belongings at the end of the night.

16. Oven/Refrigeration/Rubbish

Refrigeration is shared with Milwards to please check to see if there is space available.

Oven – 8 ringed, double gas oven.

Please enquire if you wish to hire this oven as there is a £50 charge for gas.

The caterer is responsible for cleaning the oven and bringing their own cleaning materials.

The kitchen must be wiped down, the floor swept and washed after use. Please ask a member of the Milwards Team to sign off on the kitchen before leaving.

All rubbish must be removed.

17. Photographs

We will do our best to take photos for you but if you don't want any posted on social media please let us know.

I agree to all of the above terms and conditions.

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Signature 1

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Print name

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Signature 2

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Print name

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Date: