

Asia House Terms & Conditions – Wedding Ceremonies

1. Bookings – These will be provisional until full payment is received for the room hire, until then we reserve the right to accept alternative firm bookings but will advise you of other interest. No refund would be given for cancellations made at any point. All bookings are subject to these Terms and Conditions. We reserve the right not to accept bookings.

2. Westminster Registry Office Fees - The fee due to Westminster Registry Office is payable either at the time of booking or four months prior to the date of the ceremony, whichever is the nearer date to the day of the ceremony. Should your ceremony time or date be amended or cancelled, Westminster Registry Office may charge you.

3. Payment – Upon booking a £75 booking fee is due to Westminster Registry Office immediately and must be paid by credit or debit card, Asia House will process this fee. The remaining balance can be paid upon booking or is due 4 months before your ceremony. If your ceremony is less than 4 months away, the full Registrars' fee is due upon booking. The Asia House fee will be invoiced for upon confirmation of the ceremony. This and all other charges will be subject to VAT @ 20%. The Asia House fee can be paid by bank transfer, card payment or cheque. Card payments to Asia House are subject to a 3.5% handling fee. 100% of the Asia House fee is required to confirm the booking, this is not refundable.

4. Agreements – As organiser you agree:
 - a) to be liable for the good conduct of guests attending your event;
 - b) not to damage the premises, furnishings and equipment of Asia House;
 - c) not to affix or display anything on the walls of the rooms you have reserved (unless agreed in advance by Asia House staff);
 - d) to pay for any damages to furnishings and equipment where such loss or damage is not considered by Asia House to be the result of fair wear and tear;
 - e) to pay for any use of telephone, fax, or photocopier (agreed by arrangement);
 - f) to pay any additional charges levied for any exceptional cleaning or removal of large amounts of rubbish left after the event;
 - g) not to leave any materials after the event, if materials or rubbish are left these will be disposed of and come with a charge; and
 - h) to observe the regulations applied by Westminster Council and any other competent authorities and the requirements of our insurers.

5. Conduct – The client shall be responsible for any loss of, or damage to, Asia House's property including buildings, fixtures, fittings, furnishings, utensils and equipment caused by the Client or any of the Client's contractors, employees, agents or guests.

6. Responsibility – Asia House accepts no responsibility for accidents, injuries, damages, and losses to personal possessions or equipment that may occur from any cause in connection with your event and we advise you to insure against such risks. Asia House will not be liable for any faults or damage to external goods sold during your hire.
7. Hours – Bookings are for the duration of the ceremony only. You will have access to the ceremony room up to 15 minutes before your ceremony and must have cleared the room once your ceremony has ended, you will have 15 minutes to leave the room and premises. If agreed in advance, timings can be extended for an extra charge and subject to availability.
8. Meeting registrars - Both parties will be available to meet with the Registrars at the ceremony venue no later than 15 minutes before the ceremony start time. In the event of late arrival and if your ceremony is likely to start later than 10 minutes after the allocated start time, your ceremony will be subject to rescheduling to a different time and/or date in order to accommodate our commitments with other ceremonies. In the event that you need to re-book your ceremony, there will be a charge.
9. Requests – Whilst we will seek to accommodate requests for technical assistance or additional requests for such things as furniture and extra rooms, unless seven days' notice is given we cannot guarantee to fulfil such requests.
10. Only a civil, non-religious ceremony is permitted to take place at Asia House. Any music, reading, words or performance which form any part of the ceremony must be secular.
11. Equipment– Ceremony bookings include the optional use of our: Limewash Chiavari chairs with ivory pads; silk flowers; and portable speakers. Further specific equipment can be hired for additional charges.
12. Food & Beverage – No food or drink may be sold or consumed in the room in which the marriage ceremony takes place for one hour prior to that ceremony or during that ceremony. If you are interested in a reception before or after your ceremony this can be arranged, please contact the Asia House team for more information. This must be pre-booked.
13. Health and Safety – We are bound by the Health and Safety at Work Act 1974 to conduct our activities in such a manner, as far as is reasonably practical, so as to prevent adverse effects on the environment and the health, safety and welfare of employees, clients and members of the public. In light of this you should familiarise yourself with emergency exits from the building and procedures to be followed in case of fire. It is also your responsibility to ensure that no fire exits are blocked at any time

14. Smoking – Smoking is not permitted in the building.
15. Confetti - Asia House does not allow confetti inside or in front of Asia House. However, we do allow bubbles to be used instead.
16. Candles - Asia House does not allow naked flames within the building. LED candles are allowed.
17. Deliveries – subject to prior agreement with Asia House, you may be welcome to bring items on the morning of your event and store them at Asia House. However, we are not responsible for any loss, theft or damage to any goods left on our premises.
18. Parking and Congestion Charge – although there is on-street parking (which is free after 6.30pm) and car parks in Weymouth Mews and off Harley Street, there are no parking facilities available at Asia House. Asia House is located in the congestion zone.
19. Your ceremony booking is accepted under the following terms:
 - a) No legal impediment to the marriage or civil partnership exists and notice of intention has been completed within statutory time limits. Please note that you cannot have two legal ceremonies, this now constitutes a legal impediment. Any further ceremony or blessing must take place after the civil ceremony and must be separate.
 - b) Any foreign divorce/dissolution papers are accepted by the Registrar General where applicable.
 - c) The ceremony is of a dignified nature, to reflect the occasion, and legally compliant. Westminster Registration Office has the final decision on any wording and the content of the ceremony from start to finish.
 - d) You provide two witnesses who are over the age of 16 and fluent in English to witness the marriage/civil partnership. Please note Westminster Registration Service staff cannot act as witnesses.
 - e) If you hold a non UK passport and you are entering the UK to have a Marriage or Civil Partnership ceremony, the onus is on you to ensure you are entering the country on the correct visa. Please visit the following website for further information:
<https://www.gov.uk/check-uk-visa>
 - f) Please note: It is an offence under sec.25(1) of the Immigration Act 1971 to enter into a marriage to help facilitate a stay in the United Kingdom. If a ceremony does not go ahead due to the intervention of UK Visas and Immigration, no refund is applicable