

EVENT BOOKING TERMS & CONDITIONS

1 - Overview

- i. These Terms and conditions constitute part of our contract:
- ii. "Client" means the company, firm body or person purchasing the Services
- iii. "Brooksby Hall" means Brooksby Hall (trading as Brooksby Enterprises) and or the rooms specified in the Event Agreement.
- iv. "Services" means the services to be provided by Brooksby Hall to the Client as set out in the Event Contract.
- v. Event bookings are not transferrable under any circumstances.
- vi. The "Exclusive Use" of Brooksby Hall refers to the individual client event booking and the terms which have been agreed in relation to that.

2 - Charges and Payment

- i. The price of the Services ("the Price") is that which is set out in the Event Contract issued by Brooksby Hall.
- ii. Brooksby Hall reserves the right to amend the Price upon written notice to the Client in order to reflect any changes in costs beyond the reasonable control of Brooksby Hall (Including changes in VAT rates). The Client will be asked to confirm acceptance of the increased price.
- iii. Payment for the Services must be made in pounds sterling.
- iv. The Client shall not be entitled to withhold payment of any amount payable under the Contract because of any disputed claim of the Client in respect of defective services or any other alleged breach of Contract nor shall the Client be entitled to set off against any amount payable under the Contract, any monies which are not then presently payable by Brooksby Hall or for which Brooksby Hall disputes liability.
- v. Brooksby Hall shall request that the Client provide us with details of a credit card before the Event commences. In providing that information the Client is providing Brooksby Hall with his/her express authority to settle any outstanding account at the conclusion of the Event by way of a debit transaction from that credit card account.

3 - Numbers

- i. The "Booked Number" is defined as the total number of guests stated on the Event Contract.
- ii. The Client will confirm to Brooksby Hall no less than 6 weeks in advance of the final numbers of guest attending the Event. A booking is accepted on the basis that a minimum number of guests will be attending the Event.

4 - Prices

- i. For Saturday Event bookings between April and September that continue into the evening, a buffet must be supplied by Brooksby Hall for 100% of your evening guests.
- ii. For Saturday Event bookings between April and September a minimum food spend of £3,000 will apply.
- iii. Events that are booked on a bank holiday or the 31st December will be charged at the same rates as Saturday Event bookings between April and September.
- iv. If you require an extended bar license, this can be organised with the local authorities for a charge of £300.00.
- v. A £3.50 menu surcharge applies when you upgrade to a choice menu; this relates to 100% of your guests.

5 - Payment Terms

- i. A deposit of £500.00 is required to secure a provisional booking. This deposit will not be refunded under any circumstances.
- ii. No less than 6 weeks prior to the event, the remainder of the total bill must be paid.
- iii. Brooksby Hall reserves the right to cancel the contract if the above payment terms are not followed.

6 - Cancellation of the Event

- i. Cancellation of the Event must be informed to Brooksby Hall by Client in writing
- ii. If the period of notice is more than six calendar months then only the deposit will be forfeited.
- iii. If the period of notice is between six calendar months and 90 days then in addition to the deposit a cancellation charge equivalent to 25% of the anticipated final cost of the Event shall be payable
- iv. If the period of notice is between 90 and 30 days then in addition to the deposit a cancellation charge equivalent to 50% of the anticipated final cost of the Event shall be payable
- v. If the period of notice is 30 days or less then in addition to the deposit a cancellation charge equivalent to 75% of the anticipated final cost of the Event shall be payable.
- vi. Should Brooksby Hall for reasons beyond its control, need to make any amendments to the Contract, it reserves the right to offer an alternative choice of facilities.
- vii. Should the Client make significant changes to the Contract, this may result in amendments in the applicable rates and/or facilities offered by Brooksby Hall.
- viii. Brooksby Hall reserves the right to change the agreed function rooms with appropriate discussion, and will keep the Client informed.
- ix. Brooksby Hall may cancel the contract if the booking might, in the reasonable opinion of the Brooksby Hall management, prejudice the reputation of Brooksby Hall or Brooksby Melton College, or;
- x. if any part of it is closed or damaged due to circumstances beyond its reasonable control, or;
- xi. if the Client is more than 30 days in arrears in payment to Brooksby hall for previously supplied Services, or;
- xii. if the Client becomes insolvent or enters into liquidation, receivership or administration, or;
- xiii. The Client is not abiding with the terms of the Contract.
- xiv. Under no circumstances can an event be postponed. If you require to change your event date, the deposit cannot be transferred.

7 - Arrival/Departure

- i. Timings cannot be altered without prior consent of Brooksby Hall. It is the policy of Brooksby hall to inform the client of any other event taking place on the same day. Should this occur Brooksby Hall will ensure that we adhere to the terms which have been agreed in relation to the individual Client's event.
- ii. All Events must terminate within 15 minutes of the agreed time.
- iii. Accommodation provided as detailed with the Event Contract must be vacated by the time specified.

8 - Outside Contractors & Suppliers

- i. Should the Client wish to employ the services of any outside contractor other than those arranged by Brooksby Hall, it undertakes to indemnify Brooksby Hall against any claims, costs, damages or expenses made, or suffered by it howsoever resulting from an act or default by any of its servants of caused by any equipment supplied by it or them. This indemnity is also to include cover under the Health and Safety at Work Act 1974. Any outside contractor employed by the Client must comply with appropriate legislation including the Fire Precautions Act.
- ii. All electrical contractors must be NICEIC, EEA or IEE registered. Brooksby Hall must have written evidence from the Client to support this prior to any work commencing.
- iii. It is vital to ensure that contractors invited to carry out work do not compromise Brooksby Hall by neglecting to observe safe working practices, as Brooksby Hall cannot accept any responsibility or liability for any outside contractor employed to carry out work on behalf of the Client.
- iv. Any work must be agreed by Brooksby Hall in advance.
- v. Brooksby Hall reserves the right to refuse any externally arranged entertainment, services or activities that the Client may have arranged, and cannot accept liability for any resultant costs.
- vi. Brooksby Hall will take no responsibility for the Wedding Cake. We recommend that once delivered by your supplier, this is kept in one location in Brooksby Hall.

9 - General

- i. Should any of the guests of the Client be unable to correct any aspect of poor behaviour, or activities unacceptable to Brooksby Hall, Brooksby Hall reserves the right to terminate the Contract. Should this occur, no monies will be refunded to the Client. Brooksby Hall's decision is final.
- ii. Brooksby Hall reserves the right to refuse or cancel a booking from any individual or company which in its absolute discretion it considers has policies or aims (including without limitation racist religious or political policies or aims) which are or might be injurious to the reputation or contravene the policies of Brooksby Hall and/or Brooksby Melton College.
- iii. The costs of repairing any damage caused to any of the properties, contents or grounds belonging to Brooksby Hall, or Brooksby Melton College by the Client or its guests, must be reimbursed to Brooksby Hall by the Client.
- iv. No wines, spirits or foods brought into Brooksby Hall may be consumed without the permission of Brooksby Hall.
- v. Brooksby Hall will not be liable for any failure to provide or delay in providing services, food or beverages as a result of events or matters outside its reasonable control.
- vi. Brooksby Hall must comply with certain licensing and statutory regulations and requires the Client fulfil its obligations (as notified to it from time to time) in this respect.
- vii. Brooksby Hall is concerned for the health and safety of its guests and Brooksby Hall. The Client is required to obtain the prior written approval of Brooksby Hall if it wishes to fix items to the walls, floors or ceilings.
- viii. Unless specific security arrangements are made, Brooksby Hall accepts no responsibility for any Client equipment or other Client property left at Brooksby Hall.
- ix. Any property left after the event must be collected within 48 hours unless agreed otherwise with Brooksby Hall in writing. Any remaining items will be disposed of following this 48 hour collection period.
- x. Due to Health & safety regulations, please be aware that there will be occasions when furniture cannot be moved throughout Brooksby Hall.

I have read, understood and agree with the terms and conditions

Signed (Bride) (Groom)

Print Name

Date

