

## TERMS & CONDITIONS - FUNCTIONS

The Terms and Conditions below apply to the booking of your Function at Stanmer House. Please read them carefully prior to signing the Confirmation Form, and please ensure that your guests are also aware of any relevant clauses.

### Reservations

The date will not be a confirmed booking until we have received the Confirmation Form signed by you and the appropriate deposit, at which time it will be confirmed. Confirmation constitutes a valid contract between Cherrywood Events Ltd and you. If you wish to change your date after paying a deposit, you will need to pay another deposit to secure the new date.

Cherrywood Events Ltd reserves the right to refuse bookings at its discretion.

### Payment Terms

On Confirmation                      Agreed Deposit 50% of total cost (Non-refundable)

4 Weeks before event date                      Final payment required

(The full amount due, less the agreed deposit)

On the day of the event, a credit card will need to be taken for any purchases on the day.

Cheques should be made payable to Cherrywood Events Ltd.

The person or persons making the booking and paying will be responsible for the payment of all booking fees and any charges arising out of damage and/or injury not occurring as a result of negligence on the part of Cherrywood Events Ltd.

Once a payment has been received you consent that you have entered into a legally binding contract. A charge of 3% will be made for all credit card payments. Payments by Bank Transfer, cash, cheque or debit card will not be charged for.

### Cancellations

In the event of a cancellation, Cherrywood Events Ltd must be notified in writing. The following cancellation conditions apply, based on the full amount payable to Cherrywood including any 3<sup>rd</sup> party services booked through us.

Cancellation 90 days or less before the event = 75% of the total amount will be due.

Cancellation 30 days or less before the event = 100% of the total amount will be due.

Cherrywood Events Ltd reserves the right to cancel bookings or relocate to one of the companies other venues for reasons outside of its control.

In such a situation, we will offer to refund the deposit, and any other monies paid to us by you, but shall have no further or additional liability to you including any losses, costs and expenses incurred by you, unless they were reasonably foreseeable. If you confirm a booking by telephone, post or e-mail without visiting Stanmer House, you have the right to a 7 working day cooling off period during which you may cancel in writing and receive a full refund.

### Final Numbers

Final numbers for all events must be given at least 4 weeks in advance of the event date. This will be the minimum number on which our charges will be based. Numbers can be increased by written agreement with Cherrywood Events Ltd.

### Prices

The charges applicable to your booking will be those in force at the time your booking is confirmed unless we have to increase them due to circumstances beyond our control.

### Catering

All catering is in-house only unless otherwise agreed in writing by Cherrywood Events Ltd.

All drinks consumed on the premises are provided by Stanmer House unless otherwise agreed in writing by Cherrywood Events Ltd.

You will confirm any dietary requirements in writing 4 weeks prior to the event.

All food and drinks consumed on the premises are provided by Stanmer House unless otherwise agreed in writing by Cherrywood Events Ltd.

### Marquees

Please note that all marquees erected within the grounds of Stanmer House must be booked through Cherrywood Events Ltd.

Please be aware that a marquee for another Cherrywood Events Ltd client may be erected on the day or prior to your function if required by adjacent bookings and therefore the lawns do not constitute part of the hire package. However if the lawns are available on the day of your function then you are given full access.

### Access & Timings

Any access to Stanmer House and its grounds prior to the date of the event must be arranged in advance with Cherrywood Events Ltd. Please note that such access may not be possible should other events be in progress.

On the day of your event please negotiate with Cherrywood Events Ltd a reasonable time to access Stanmer House for setup requirements other than those managed by Cherrywood Events Ltd.

Vehicles are only permitted to be left in the Stanmer House car park over night by prior arrangement. Gates to the car park are locked each night and on occasional weekends the car park will not be accessible again until 9am Monday morning.

### Park Access and Events

Cherrywood Events Ltd has no control over Stanmer Park and any decision for events held 'large or small' are at the discretion of the local council and as such we cannot be held responsible, refunds for any function booked are bound by our Cancellation policy. Most events held within the park are displayed on the councils own website in advance. Although we are unable to change the council's decision on any park activity we are able to work closely with them to ensure a minimum of inconvenience to your function.

### Damage

You accept responsibility for the rooms under hire, their furnishings and equipment, and the behaviour of your guests. Any damage caused to these may result in an additional charge to rectify such damage, and additional charges may be raised to cover any loss of business incurred as a result of the damage.

We reserve the right to escort from our premises any guests who, in our opinion, are causing excessive noise, disruption or actual damage. No bolts, nails, tacks, screws, or any other objects are to be driven into the interior or exterior of Stanmer House, nor is any adhesive substance, including "blue tak" to be attached to any surface.

You will ensure that the event is conducted in an orderly fashion without nuisance.

Cherrywood Events Ltd will not accept responsibility for any loss or damage to guests' property on our premises unless directly caused by our negligence.

### Health & Safety

Please be aware that on our lawns is a fountain which is filled with water. It is your responsibility to inform all guests and ensure children at the event stay clear of the fountain at all times.

Stanmer House is a No Smoking building, although guests are permitted to smoke in a pre-designated area of the grounds. Candles, pyrotechnics, smoke machines, or any other form of naked flame can only be used with our written permission, at least one month in advance of the event.

You will ensure that you and your guests comply with all security, fire and other regulations relating to Stanmer House and not commit any illegal acts.

Outside Contractors

Cherrywood Events Ltd and Stanmer House reserve the right to refuse access to a contractor. Only Event Companies approved by Cherrywood Events Ltd may work on behalf of the client .

You are responsible for ensuring that all third parties providing services (such as discos) are fully covered by public liability insurance, and can provide all health and safety documentation reasonably required by us.

Cherrywood Events Ltd is not responsible for any claim resulting from an act or default by the contractor, staff or agents or caused by any equipment supplied by them.

Complaints

In the unlikely event of any complaint, you should raise any issues with the Management of Stanmer House on the day of the event, and we will do our best to address them. Unfortunately problems cannot be rectified after the event.

Signed (In acceptance of the above)

X.....X (Name of Signatory).....

Date:.....

Signature of Invoice payer (N/A is same as above)

X.....X (Name of Signatory).....

Date:.....

Please sign both copies retain one and post the other copy back with the deposit to Stanmer House, Stanmer Park, Brighton, East Sussex. BN1 9QA