

Birtley Parkland Events

Function Booking Terms and Conditions

The Birtley House Group Ltd (Birtley House) asks that the Hirer be aware that these conditions shall apply to all contracts for the provision of goods and services for all functions at Birtley House. The price of facilities and services shall be in accordance with the quoted tariffs. All payment shall be to 'Birtley Brook Estates' and paid within the terms set out below.

We ask all visitors and their guests to Birtley House to respect their surroundings whilst on the property. As Birtley House is a Smoke-Free Premises smoking is not permitted within a 5m range of the House and we ask that you inform your guests about this rule.

1. Confirmation and Payment

The person who signs the Booking Form will be responsible for the final payment of the account and will further be responsible for compliance with all the terms of this agreement. That person warrants that he or she has due authority to sign the agreement.

10% of the venue fee is due on booking, and an invoice for the balance of the total venue fee due will be sent two months prior to the event and must be settled within 14 days of issue. In the event of a change in circumstances arising which are beyond the control of Birtley House Group Ltd, we reserve the right to vary the prices quoted as deemed necessary.

2. a) Professional Services

Birtley House Group Ltd reserves the right to veto the employment by Hirers and guests of service providers, in connection with the function and will be pleased to give the Hirer and guests the benefit of their advice or recommendations in this connection.

Where in carrying out its part of the contract certain services or goods are supplied by a third party or sub-contractor Birtley House Group Ltd does not give any warranty, guarantee or other commitment to their quality fitness for purposes or otherwise but shall,

where possible, assign to the Hirer the benefit of any warranty, guarantee or indemnity given by the person supplying the goods or services to Birtley House Group Ltd.

Professional photography is only permitted in the Gardens around the House by prior arrangement.

b) Service Providers

- The Hirer must choose caterers and suppliers from the Approved List available from the Birtley House. Birtley House will consider use of other suppliers e.g. florists, sound and lighting technicians and musicians' agents, but use of other suppliers is subject to the approval by a director of Birtley House. The catering and marquee companies on this list have been carefully selected. They all have demonstrated the ability to work within Birtley House's policies and guidelines on providing such services and have proven experience of working at venue's such as Birtley House.
- The Hirer is advised to seek advice from Birtley House about recommended other contractors. Please remember music/sound must remain below the Birtley House permitted level of 90db.
- Event contractors must abide by the Birtley House Terms and Conditions which will be agreed directly with the Birtley House Events team.
- Access for all contractors involved in the set up of the Event must be arranged through the Birtley House events team.

3. Damages

It will be the responsibility of the Hirer to ensure that the site is left in the same condition as at the start of the hire period. A deposit is required to cover any cost of collection and disposal of rubbish or refuse, such sum to be £300 for weddings or events up to 300 people, and £500 for events greater than 300 people to be paid one month prior to the date of the event or wedding.

The Hirer further agrees to undertake to pay the cost of making good any damage that may occur, whether to buildings, fixtures and fittings, furniture, equipment or otherwise and howsoever caused, by reason or such use.

The Hirer will be fully responsible for all persons and property brought to Birtley House during the period of use and shall indemnify Birtley House Group Ltd from any loss or damage to the property. The Hirer is obliged to take out insurance to cover their liabilities and will provide a copy to Birtley House Group Ltd prior to the event.

No nails, pins, sticky tape or blue-tack may be used to affix items to the buildings and all areas must be left in a clean and tidy state.

No plants or flowers may be picked or trampled in the Garden and no fruit or vegetables may be picked in any area of the site.

Birtley House Group Ltd will not be responsible for the loss or damage to gifts or personal property temporarily on the premises for the purpose of the event.

Birtley House Group Ltd will not be liable or responsible for damage caused by any goods or services supplied by the Hirer or the Hirers suppliers or contractors.

4. Other Conditions

A minimum of 2 security/parking staff will be required for events up to 100 guests with an additional person required per every extra 50 guests, with a maximum of 5 staff at any event, such staff to be provided by Birtley House Group Ltd. Security and parking staff are charged on an hourly basis.

The total number of guests on the premises at any time shall not exceed 600. The Hirer must tell Birtley House Group Ltd not less than 14 days prior to the wedding and/or function, the anticipated number of guests attending, details of photographers, chauffeurs, entertainers etc., and provide a plan of the location and size of the marquee one month in advance. It is strongly recommended that the marquee is positioned on the allocated site within the parkland, wherever practicable.

The person who has signed the Booking Agreement as being the person responsible for the event shall be the person responsible for the guests and ensuring that everyone leaves by the appointed time, this being 23.00hrs Fridays and Saturdays, and 22.00hrs on Sundays. The site must then be cleared by 00.00hrs (23.00hrs on Sundays). **Birtley House residents would appreciate it if you ensure your guests leave quietly.** It may be necessary for the signatory to appoint a representative for this matter.

The use of fireworks is not permitted at Birtley House.

Alcohol may be served on the premises from 12.00hrs to 23.00hrs on Fridays and Saturdays, and from 12.00hrs to 22.00hrs on Sundays. The Hirer must ensure that serving of alcohol is supervised by a Personal License holder.

Music, whether live or recorded, can only be played between 18.00hrs to 23.00hrs on Fridays, 12.00hrs to 23.00hrs on Saturdays and 12.00hrs to 22.00hrs on Sundays. Speakers must be positioned facing south/south-west so as to keep the disturbance of Birtley residents and neighbours to a minimum. Noise must not exceed 90db.

The Hirer and his/her guests will not commit any nuisance or do any act or thing which may be or become a source of danger, inconvenience or annoyance to the owners or occupiers of Birtley House Nursing Home or the surrounding properties.

For events of more than 300 people the Hirer must provide to Birtley House Group Ltd a health & safety assessment with provision for First Aid facilities one month prior to the event date.

Birtley House Group Ltd accepts no responsibility for any injury or cause of death to any guest of a wedding or event held in its grounds. It should be noted by the Hirer that guests should beware of deep water in the lake and pond, and children must be supervised at all times while near either.

The Hirer will not assign the benefit of this agreement. Birtley House Group Ltd reserves the right of entry to the premises by its employees or other authorised agents of Birtley House at any time.

5. Cancellation

In the event of cancellation of the booking more than two months before the wedding/event is due to take place the deposit of 10% will be forfeited by the Hirer. Should Birtley House Group Ltd have been employed as suppliers for the event, the Hirer will also be liable to pay for all non-recoverable expenses.

In the event that the Hirer cancels the booking less than two calendar months but more than one calendar month before the wedding/event is due to take place, Birtley House Group is entitled to keep 50% of the venue fee. If the Hirer cancels the booking less than one calendar month before the wedding/event is due to take place, Birtley House Group Ltd is entitled to keep the full amount of the venue fee. In the event that the Hirer has not paid the fee, this balance will be payable immediately upon cancellation.

Birtley House Group Ltd shall not be held responsible for temporary closure of all or part of the premises or interruption or cancellation of the Hirer's booking caused by circumstances beyond its control, including (without prejudice to the generality of the foregoing) any breakdown of machinery, failure of supply of electricity or gas, leakage of water, Act of God. In these circumstances Birtley House Group will use its best endeavours to assist the Hirers.

I have read and agree to the Terms and Conditions:

..... (The Hirer)

Printed Name

.....

Signature

.....

Date

Birtley Parkland Events

Birtley House Group Ltd

Birtley House

Bramley

Surrey

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www.birtleyevents.co.uk



Birtley House