

<u>Hire rates for Weddings</u> To include the Dining Room, the Salon and the Drawing Room	Low Season January to May October to December	High Season June, July, August September
	£1,600.00	£2,000.00

<u>Hire rates for Evening Parties</u> To include the Salon only - 1 room at £800.00 To include the Salon and the Dining Room - 2 rooms at £1,000.00 To include the Salon, the Dining Room and the Drawing Room - 3 rooms at £1,200.00 <u>Hire rates for Lunchtime Parties</u> To include the Salon only - 1 room at £550.00
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All rooms open to the Loggia and beautiful gardens and hire includes the use of 100 dining chairs and 10 tables.

Bookings, Payment and Insurance

The School will hold a provisional booking for the Hirer's requested date for up to 14 days. If by the end of that 14 day period the Hirer has not returned a signed booking form to the School and paid the required deposit the School will not continue to hold a provisional booking and shall be entitled to let the date concerned to another party.

Bookings will be confirmed on receipt of a non-refundable deposit of £800.00.

- There is a refundable £500.00 damage deposit payment that is payable no later than 14 days prior to the date of hire. If, during the period of hire, any damage occurs to School property or additional cleaning is required, the School reserves the right to deduct the cost of any repair/replacement/cleaning from the deposit paid to the School for this purpose and the Hirer shall indemnify the School of any costs and/or expenses in excess of the amount of the deposit.
- The School has taken out Public Liability Insurance with a limit of liability of £2 million pounds in respect of which the Hirer must pay the Insurance Charge of £50.00. The policy carries an excess of £100.00 for each claim to cover the Guests hiring the Venue. It is a condition of booking that the insurance is taken out.
- Payments shall be made by cheque payable to 'Parkside Trading Company' or by bank transfer to: Lloyds Bank, Sort Code: 30-93-74, Account No. 60538668, Parkside Trading Account, Payment Ref. code: 4000.

Payment of the full balance of the Hire Charge shall be made no later than 14 days prior to the Date of Hire. In the event that the Hire Charge has not been paid in full 14 days prior to the Date of Hire the School may:

1. Refuse entry to and use of the Venue until full payment has been made;
2. Recover the outstanding amount owed to the School by the Hirer; and
3. Apply interest to the outstanding amount from time to time at a rate of 4% per annum above the base rate as varied by Lloyds TSB plc accruing daily from the date payment fell due down to the date of actual payment (both dates inclusive). All costs and expenses incurred by the School to recover any unpaid sums shall be payable by the Hirer.

The Hirer will, at the time of booking, advise the School of the anticipated number of Guests attending the Function.

Cancellation by the School

- a. The School may cancel the bookings under the following circumstances:
 - i. If the Venue or any part of it is unavailable due to circumstances outside of the School's control.
 - ii. If the Hirer becomes insolvent or enters into liquidation or receivership or, being an individual, is declared bankrupt.
 - iii. To avoid breach of these conditions.
 - iv. If it might in the opinion of the School prejudice the reputation of or cause damage to the School.
- b. In such an event, the School will refund any advance payment made but will have no further liability to the Hirer.

Cancellation by the Hirer

- a. Subject to paragraph (c) below the Hirer may cancel the booking at any time.
- b. Cancellations must be notified to the School in writing.
- c. Upon receipt of a cancellation letter the following cancellation fees will apply:
 - i. More than 6 months prior to the function date no cancellation fee will be charged but the deposit is non-refundable.
 - ii. 3 to 6 months prior to the function date a cancellation fee of 25% of the anticipated cost of the full invoice will apply.

- iii. 1 to 3 months prior to the function date a fee of 50% of the anticipated cost of the full invoice will apply.
- iv. If the cancellation is made after this 28 day period before the date of the hire, the anticipated cost of the full invoice will apply.

Final Numbers

The Hirer shall give details of final numbers attending the Function no later than 14 days prior to the Function. The School will use reasonable endeavours to accommodate any reasonable increase in numbers to that advised at the date of booking but shall not be obliged to do so.

The minimum number of Guests shall be 80 for the main function, (not including additional evening guests or children) and in the event that the actual number attending the Function is less than 80 there shall not be any reduction in the Hire Charge or Food and Beverage Costs (unless otherwise agreed).

Hirers of the Premises

The Hirer and persons attending the function shall:

- i. Ensure that all guests attending events in the Manor House are aware that the fire assembly point is the Pre Prep playground. On hearing the alarm, you must leave the building immediately by the nearest exit route, do not stop to pick up personal belongings.
- ii. Comply with all licensing, health and safety and other regulations relating to the premises. PAT Test Certificates are required from anyone (guests or contractors) plugging anything into the mains.
- iii. Not bring any dangerous or hazardous items onto the premises and remove any such items promptly when requested to do so by a member of the School or any other such authorised person.
- iv. Not consume any food or drink on the premises not supplied by the School or its authorised caterers, without the School's prior written consent.
- v. Not act in any improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable request by the School's employees.
- vi. Any person or item in breach of these conditions may be refused admission to or be removed from the premises.
- vii. Comply with any requirements or recommendations of the School's insurers.

The Hirer and Guests shall have access to and use of the Venue during the Date of Hire. The Hirer and Guests may have access to the riverbank but use is entirely at their own risk. Under no circumstances shall guests venture beyond the wall to the left of the Loggia and use of the children's playground is strictly forbidden. The Hirer will at all times during the Date of Hire be responsible for the supervision of the Venue, the behaviour of Guests and the supervision of parking arrangements.

Children must be supervised at all times.

The Hirer should be aware that the School is a working school with staff living on the School premises and, whilst the School will use reasonable endeavours to accommodate reasonable requirements in the Venue, no requests will be considered relating to private areas in the School grounds. The privacy of staff living on site must be strictly observed and access to private and residential areas is strictly prohibited.

The Venue is available for the Day of Hire only. Any hire companies may deliver and set up during the morning, and must remove their equipment promptly after the Function has ended on that day, unless a prior arrangement has been made with the School.

No Smoking is permitted anywhere within the Venue or the School grounds apart from the designated smoking area. Please ensure that your guests use the disposal facilities provided. The smoke detectors are linked directly to the local fire station. The Hirer must ensure that no smoke and/or dry ice machines are used by entertainers as these may also trigger the detectors, as may candles and indoor fireworks.

No fireworks of any sort are permitted in the Venue or any part of the School grounds at any time.

Confetti shall not be used either inside the building or in the grounds of the Manor. However, biodegradable confetti may be used in the Rose Garden on exit from the church.

No hay bales are permitted on site.

No dogs are allowed on site (excluding guide dogs).

It is expected that all music and entertainment will finish by midnight and that guests will vacate the premises by 12.30am. In the event that you require the venue for later, the hirer will be responsible for paying for ancillary costs (e.g. licenses) for which the School will apply. Under no circumstances will an event be allowed beyond 12.30am.

If the Hirer wishes to sell intoxicating alcohol, the School's Bursar, not less than 6 weeks prior to the Function, will apply for a Temporary Event Licence (TEL). The cost of the TEL will be passed on to the Hirer. The Hirer must at all times comply with any conditions and limitations attached to the TEL.

If the Hirer wishes to supply their own wine or champagne, a corkage charge of £7.00 per standard bottle of wine or champagne will apply. If the Hirer wishes to supply their own drinks for the whole occasion, this is an option and will be charged at a rate of £7.00 per guest attending. The Hirer will, not less than 14 days before the Function, provide the School with an estimate of likely consumption of champagne and wine and the appropriate corkage charge will be included on the invoice sent to the Hirer prior to the Function. In the event that alcohol actually consumed at the Function is less than the figure invoiced, the School shall refund any excess within 28 days of the Date of Hire, subject to the Hirer providing to the School evidence acceptable to the School of the number of bottles actually consumed.

The Venue is not licensed for the purposes of public music and dancing, music, theatrical performances and cinematography exhibitions. The Hirer shall not permit the Venue to be used for any purpose which would require the grant of a licence for such activities nor for any other activity which, except for the grant of a licence, would be unlawful.

Vehicles are restricted to a 5mph speed limit within the School grounds. Part of the School site is shared with St Mary's Church and due consideration must therefore be given to any persons using the church premises or on church business.

The School accepts no responsibility for the property of the Hirer and the Guests. Any property brought into the Venue is at the owner's risk. The School accepts no responsibility for any loss, damage, costs, claims or expenses suffered or incurred by the Guests or by any third person, except that the School does not by this exclude its liability for death or personal injury of any person arising out of the negligence of the School, its servants or agents.

The Hirer must comply at all times with the School safety procedures and must ensure that the Guests are advised and observe same throughout the period of hire.

The School reserves the right to amend these terms and conditions at any time.

Notwithstanding any provision of this Agreement nothing in this Agreement shall confer nor is it intended to confer a benefit on any third party for the purposes of the Contract (Rights of Third Parties) Act 1999 for any other purpose.

I confirm I have read the above terms and conditions of hire and I agree to be bound by them.

Signature of Hirer:

Name:

Email:

Telephone No:

Date:

Proposed Date of Hire: