

Venue and Room Hire Agreement Terms and Conditions

These Terms and conditions relate to hire of venue and sundries at Burrswood Health and Wellbeing, Burrswood, Groombridge, Tunbridge Wells, Kent TN3 9PY

Definitions

- 1.1. "BHW" means Burrswood Health and Wellbeing;
- 1.2. "Event" means the event or function which is the subject of the Venue and Room Hire Agreement;
- 1.3. "Client" means the person primarily responsible for the submission of the Venue Hire Agreement;
- 1.4. "Venue Hire Agreement" means the form submitted to BHW containing details, dates and times of the proposed activities at the Venue for which BHW's permission is sought and to which BHW has agreed to;
- 1.5. "Guests" means all persons attending the Event at the Venue, including any employees, sub-contractors and/or agents of the Client;
- 1.6. "Venue" means the property and/or areas identified by BHW to the Client within the Venue Hire Agreement for the purposes of the Event;
- 1.7. "Venue Hire Fee" means all fees charged to the Client in relation to the Event

2. Booking Procedure

- 2.1. We regret that a booking cannot be confirmed until BHW has received:
 - 2.1.1. A completed and signed Venue Hire Agreement from the Client;
 - 2.1.2. A signed copy of the Venue Hire Terms & Conditions acknowledging that the Client has accepted them;
 - 2.1.3. A deposit at the amount agreed with BHW.

3. Venue Access

- 3.1. All areas or rooms within the Venue to which the Client has hired, including agreed access times, are detailed on the Venue Hire Agreement.
- 3.2. Please arrive and vacate by the agreed time, as stated on the Venue Hire Agreement, as the rooms may have been booked by other parties prior to, or after your event begins and ends.

5. The Event

- 5.1. Please give a minimum of one week's notice as to final guest numbers, dietary needs and menu choice for catering purposes.
- 5.2. At the time of booking we ask that the Client appoint a named organiser to be the sole point of contact on the day and who will be responsible for monitoring the event and ensuring their guests are accompanied. A telephone number and email address must be provided for the named organiser so that we can contact them in the event of an emergency.

7. Food and Beverages

- 7.1. The sale of alcohol, food, gifts and books is the sole right of BHW. Only food purchased at Burrswood can be consumed on the premises.
- 7.2. Any stock including beverages and food purchased by the Client prior to the Event and remaining after the conclusion of the Event may be taken away immediately after the Event or at a time agreed to in the Venue Hire Agreement.
- 7.3. All food and drinks packages and products are subject to availability.
- 7.4. Only BHW staff are allowed access to the kitchen areas in the main house.

8. Event Amendments

8.1. Any changes to the times of the Event must be requested in writing and confirmation by BHW given in writing. Extensions to hire times may incur additional charges.

8.2. BHW reserves the right to substitute food and/or drink products specified in the Venue Hire Agreement with similar products. BHW will make reasonable endeavours to inform the Client of any such changes.

8.3. Any additional services requested by the Client (such as extra beverages) will incur relevant fees.

9. Purpose Of The Event

9.1. The Client must fully and fairly represent the purpose for which the Venue is required. Any misrepresentation may result in cancellation of the Event.

9.2. We ask that the Client and the Clients Guests are respectful of BHW's Christian ethos.

10. Publicity and Media

10.1. We kindly request that the Client not publish, circulate or distribute any advertisement or publicity material relating to the Event or the location of the Event without obtaining the prior written approval of BHW.

10.2. The Client will not disclose to any third party the detail of any contract into which it enters with BHW.

10.3. The client agrees not to disparage Burrswood or its employees in anyway, including but not restricted to, unbalanced reviews or opinions in electronic, verbal or written communication to guests, third parties or the general public.

11. Cancellations

11.1. All payments to BHW in respect of an Event are non-refundable and will be transferred to a cancellation fee in the event of a full or partial cancellation or postponement.

11.2. If a confirmed booking is postponed, transfer of the deposit against cancellation fees may be agreed at the discretion of BHW.

11.3. Force majeure: If, due to an event beyond its control, BHW is (in its opinion) unable wholly or substantially to perform its obligations to a Client, the Venue will promptly notify the Client accordingly and will refund any relevant deposit and/or other pre- payment paid to it in respect of the Booking, to the Client.

12. Liability and Indemnity

12.1. To the fullest extent permitted by law BHW shall not be liable for: Any loss or damage to property of the Client or their Guests. Any inconvenience or loss caused to any party as a result of cancellation or termination under section 11. The Venue does not exclude or limit its liability for death or personal injury caused due to its negligence.

I have read and agreed to the Terms & Conditions

Signature:

Print Name:

For and on behalf of (Company Name):

Company Address:

Contact telephone number:

Email address:

Date:

THESE TERMS AND CONDITIONS CANNOT BE MODIFIED IN ANY MANNER WITHOUT THE PRIOR APPROVAL OF BHW