



Terms and Conditions

1. All bookings are accepted at the discretion of the Manager and will depend on the availability of rooms and the immediate requirement of service.
2. A deposit of 50% of the estimated total is required at the time of booking, unless otherwise agreed. A booking will not be taken as confirmed until this is received. The deposit is non-returnable.
3. All official booking forms **MUST BE COMPLETED**, signed and returned.
4. All bookings are considered to be provisional until a completed booking form has been received. Cancellations made less than 14 days before the booking will be charged at the full rate.
5. To comply with Health and Safety Regulations, **NO** food and drink may not be brought onto the premises, under any circumstances.
6. Food choices must be notified to the Catering Manager no later than 7 working days prior to the date of the function.
7. Any private equipment used on the premises must conform to the Electricity at Work Act 1984 and carry a current test certificate (P.A.T).
8. A group is regarded as a corporate body to whom one invoice is issued and from whom one cheque is received.
9. Persons hiring the premises will be held responsible for any damage to the building, furniture or other property and a claim for the repair or replacement will be made.
10. Animals may be brought onto the premises only by prior arrangement and at the Manager's discretion.
11. L.C.C cannot accept responsibility for loss, damage or accidents occurring on the premises. Particular attention is drawn to the observation of safety regulations, e.g. Fire Exits must not be locked or obstructed.
12. A **NO SMOKING** policy applies throughout the whole of the premises, including the garden and terrace. A smoking area is provided in the courtyard.
13. All charges will be invoiced, to be paid within a 30 day period. Failure to pay within this period will incur administration and interest charges.