

Booking Form

Name:.....

Address:.....

.....

.....

...

Postcode:.....

Telephone:.....

Mobile:.....

Email:.....

Function:

Civil Ceremony: Yes / No

Approximate Number of Guests:

Date Required:

Time Required:

I would like to reserve Hoyle Court according to the above details and enclose a deposit of £750.00 (non refundable).

Signature:..... Date:.....

(Please make cheques payable to Arden Management)

Hoyle Court

“The small print”

At Hoyle Court we have tried to simplify our terms of business, if, however you have any questions please feel free to ask us before you sign.

Cancellations

For all meetings and events there needs to be an agreed “cancellation fee” as cancellations cost money. Here is how it works:-

Date of Cancellation	Cancellation charge payable by you
12 full months or more notice	£750 deposit only
More than 6 full months but less than 12 full months notice	25% of the total booking value
More than 3 full months but less than 6 full months notice	50% of the total booking value
3 full months or less notice	100% of the total booking value

In the unlikely event that Hoyle Court has to cancel your booking, you will receive all your advanced payments, although Hoyle Court will not have any other liability.

Hoyle Court will only cancel if:

- The venue is closed or unavailable due to events beyond our control
- You or we, become insolvent, or in the case of an individual becomes subject to a bankruptcy petition
- Non payment of event invoice 7 days prior to that event.
- The booking or persons associated with the booking and/ or the purpose of the meeting may damage the reputation of Hoyle Court and / or the management company.

Numbers

A significant reduction in numbers will result in a cancellation charge, however, if you give more than 2 weeks notice of events you may reduce numbers by up to 10% without charge, provided you still meet the minimum numbers for such an event. If you provide less than 2 weeks notice the contracted numbers will be charged.

Deposits & Payments

A standard £750.00 non-refundable deposit will be required to confirm your booking. Full payment is expected 21 days prior to the event. Credit for any function or part of any function must be agreed with Hoyle Court management prior to the event. Credit card payments are subject to a 2.5% surcharge to cover fees charged by our bank.

Equipment

We can provide most equipment; however should you bring your own equipment to the venue you must ensure it has been tested and safe to use. We accept no liability for equipment you bring to Hoyle Court and we would ask you to comply with the set out in the Health and Safety at work act. For any 3rd party contractors visiting Hoyle Court such as bands and entertainers under your instruction, you must ensure a current “Public liability Insurance” is in place. Copies of electrical testing certificates and insurance policies must be available on request.

Other Points

- **Hoyle Court reserves the right to charge a deposit of up to £2000.00 against the cost of possible damage to Hoyle Court or its property which should occur during the event. Should damage occur during your event to Hoyle Court or its property then this deposit or an appropriate part thereof will be retained on account of the damage.**
- **It is agreed that you're not acting on behalf of someone else**
- **If you ask us to get a supplier to provide you with anything, the bill must be settled by you not Hoyle Court.**
- **It is your responsibility that any supplier fully complies with all regulations and in the case of all entertainers that they have Public Liability Insurance in place and their equipment has an up to date P.A.T. test.**
- **No fireworks are permitted at Hoyle Court or in the grounds thereof under any circumstances**
- **All music entertainment and bar is concluded no later than midnight on the day of the event and 11pm Sundays. A noise limiter is in place so we advise you to warn any entertainment supplier in advance.**
- **Any supplier (entertainer's bands discos etc) must comply with all Hoyle Court management requests including noise levels.**
- **Smoking is prohibited within the building.**
- **No “confetti bombs” anywhere on the premises, No confetti inside the building. A clean up charge of £100 may be charged.**
- **The Garden Area is not a children's play area. The Management reserves the right to close the gardens if used as such.**
- **All quoted prices over 12 weeks prior to the event may be subject to fluctuation.**
- **All invoices must be settled 14 days prior to the event.**
- **No drinks allowed on the dance floor area to avoid injury.**
- **Any Illegal substances found will result in the police being called and the event being terminated immediately without refund**
- **No food or drink may be brought onto the premises for consumption.**

Now you have read the terms and conditions, please sign below and return the top copy to us confirming that you have agreed our terms of business so we may proceed with your booking. Please retain one copy.

Signed:

Date:

Name:

Date of Event: