

# 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
Between 24 and 12 weeks before the event is scheduled to take place	10% of the total booking value
Between 12 and 6 weeks before the event is scheduled to take place	20% of the total booking value
Between 6 and 4 weeks before the event is scheduled to take place	30% of the total booking value
Between 4 and 2 weeks before the event is scheduled to take place	70% of the total booking value
Less than 2 weeks before the event is scheduled to take place	90% 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
- 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 up to 99 people you may reduce up to 15% without charge or 5% for 100 or more. If you provide less than 2 weeks notice the contracted numbers will be charged.

### Deposits

A standard £350.00 non-refundable deposit will be required to confirm your booking. Full payment is expected 7 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.

### 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 3<sup>rd</sup> 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 £1000.00 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 your 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.**
- **No fireworks are permitted at Hoyle Court or in the grounds thereof under any circumstances**
- **All music and entertainment is concluded no later than midnight on the day of the event**
- **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**
- **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.**

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

Signed:

Date:

Date of Event: