

Terms and Conditions

Beeston Manor Ltd ("BM") ask all Clients to be aware that these conditions apply to ALL contracts for the provision of goods and services to the exclusion of all other terms, including any which the Client may purport to apply or which may appear in any promotional literature or may be verbally made with any member of the BM staff

1. Bookings

- 1.1 Bookings will be treated as provisional until written confirmation is sent by the Client to BM, which should be within 7 days of the original booking and must be made on the "Booking Form". BM will then acknowledge receipt by way of confirmation. The booking is NOT confirmed until BM has sent the acknowledgement. (updated 26.07.17)
- 1.2 BM will treat the number of guests detailed in the Booking Form as provisional subject to receiving confirmation of approximate numbers (the "Estimated Numbers") no later than 21 days before the function.
- 1.3 Final numbers ("Final Numbers") should be notified to BM no later than 28 days prior to the date of the function. If the Client does not confirm the Estimated Numbers or the Final Numbers BM shall be entitled to calculate the amount payable by the Client based on the Provisional Numbers if the function is cancelled or the Estimated Numbers if no Final Numbers are received on time, or if the Final Numbers are reduced by more than 10% of the Estimated Numbers. (updated 03.01.19)
- 1.4 No refund can be given on a reduction in guest numbers from 28 days before the event (updated 03.01.19)
- 1.5 The drinks package falls outside our annual review policy and prices are charged at current prices.
- 1.6 Prices include VAT at the current rate and in the event of a VAT adjustment prices will be amended accordingly.
- 1.7 For weddings/events held on Fridays, Saturdays, Bank Holidays or Sundays at Bank Holiday Weekends, the minimum spend must be met and is based on the brochure price for the year your wedding/event is to take place. (updated 07.11.14) (updated 01.09.15)
- 1.71 Evening wedding receptions, the BBQ wedding package and the afternoon tea wedding package can only be booked on Sunday – Thursday. This excludes Bank Holidays and Sundays falling on a Bank Holiday weekend (updated 21.08.18)
- 1.72 For weddings held on a Friday, Saturday, Bank Holiday or a Sunday on a Bank Holiday weekend the wedding package including the three course meal, drinks selection and evening food selection must be chosen (updated 21.08.18)
- 1.8 Exclusivity, accommodation, bar tabs, the £75 transfer fee (£95 transfer fee for weddings held from 2021) for chair covers/chivari chairs/sashes for civil ceremonies and any additional décor from Creative cannot be included in the minimum spend (updated 26.07.17) (updated 03.05.18) (updated 21.08.18)
- 1.9 The prices quoted for additional décor by Creative may increase in the future (updated 26.07.17) (updated 21.08.18)
- 1.10 Bedrooms the night before your event can only be booked from 6 months before your event (updated 23.07.16) (updated 26.07.17)
- 1.101 Bedrooms must be paid for in full upon check-in (updated 26.07.17)
- 1.11 Exclusivity: if you choose to book Beeston Manor exclusively, this means that we close the diary off to all other bookings, and your event will be the only one held on your event day. Your guests will have access to the whole venue. Exclusivity does NOT include the cost of the bedrooms. Upon booking your event, we block our accommodation system off, and you will be sent a bedroom summary sheet to assist you allocating guests to the bedrooms. If you choose exclusivity, no bedroom deposits are required. Guests pay in full on check-in and any other services, drinks, charged to the room are also payable by the guest. Any bedrooms which remain vacant, will be charged for on your final invoice which is payable 28 days before your event. (updated 26.07.17)
- 1.12 Before working on your guest table plan, please contact BM who will be happy to provide you with a master table plan to follow. BM have the right to alter this if deemed necessary (updated 26.07.17)
- 1.13 For events of 90 guests and above, we require that chivari chairs must be used (updated 26.07.17)

2. Cancellation of Function

2.1 Should the Client cancel the function a charge will be made calculated as a percentage of the total booking value in accordance with the following scale and will be based on the approximate number of guests provided on the booking form:

<u>Cancellation/Notification Period</u>	<u>Percentage</u>
From 12-6 months prior to event	30%
6.3 months prior to event	60%
3 months of less prior to event	100%

2.2 In the event of the cancellation of a wedding/event where BM has been reserved exclusively, the cost of the bedrooms will also be included in the cancellation charges

2.2.1 In the event of a cancellation, the cancellation invoice will be based upon the information and numbers stated and selected on the signed booking form. (updated 21.08.18)

- 2.3 Should an event be cancelled, it is the discretion of BM when any cancellation fee is payable by (updated 23.07.16)
- 2.4 All reductions in numbers shall be confirmed in writing by the Client
- 2.5 Any special costs incurred by BM, that would not have been otherwise incurred, will be charged in the event of a cancellation (updated 26.07.17)
- 2.6 The function rooms can only be reserved on the basis of a minimum of guest's BM will inform the Client of the minimum number and it any time the minimum number falls below that BM reserves the right to charge for the minimum number or alternatively to change the function suite without any liability whatsoever.
- 2.7 All cancellations must be confirmed in writing and sent by recorded delivery. All clients in the contract must sign in writing to confirm the cancellation of the booking (updated 07.12.15). For the purposes of cancellation, a day shall mean Monday to Friday between the hours of 9 a.m. and 5 p.m. Any cancellation made out of these hours will deem to be made the next working day.
- 2.8 BM reserve the right to cancel any booking forthwith without any liability in the event of:
- 2.8.1 Any occurrence beyond the control of BM which shall prevent us from performing our obligation towards the booking
- 2.8.2 If the booking, client, invitees or its servants might, in the opinion of BM prejudice the reputation of BM without being liable for any refund or any compensation to the client
- 2.8.3 If the client has failed to fulfil the requested payment schedule.
- 2.9 Postponements are treated as a cancellation and terms as per section 2.1 apply.
- 2.91 A second deposit (applicable to the year the postponed wedding would take place) is required to secure the new date. If the new date was to go ahead, then both the deposits from the first date and the second date would be deducted from the final invoice. If the new date was not to go ahead, then both deposits would be non-refundable (updated 18th August 2018)
- 2.10 If a postponed wedding date does not take place then terms (as per section 2.1) will apply to both the original booking and the postponed booking (updated 29.12.13)

3. Deposits and Payments

- 3.1 BM reserve the right to require a non-refundable deposit of £500.00 at the time of booking and if the same is not paid then BM may treat the booking as cancelled by the Client without any liability whatsoever (updated 07.11.14) For events taking place in 2020, the non-refundable deposit is £750.00 (updated 26.07.17, updated 21.08.18). For events taking place from 2021 the non-refundable deposit is £1000 (updated 21.08.18)
- 3.1.2 When completing the booking form and signing the terms and conditions, the deposit payment must be made on the same date (updated 18th August 2018)
- 3.2 6 months prior to the event BM reserve the right to require a further interim payment of £1000 and if not paid BM may treat the booking as cancelled by the client without any liability. For events taking place in 2020, the further interim payment is £2000 (updated 26.07.17, updated 18th August 2018). For events taking place from 2021, the further interim payment is £4000 (updated 21.08.18)
- 3.3 BM will contact you to arrange an appointment to finalise your event plans approximately 12 - 16 weeks prior to your function. Following the appointment, we will prepare your final invoice which must be paid at least 28 days prior to your function. (updated 07.11.14) (updated 26.08.16) (updated 26.07.17) (updated 21.08.18)
- 3.4 All deposits shall be non-refundable (updated 26.07.17)
- 3.5 When full payment is required prior to the event, the amount of the invoice delivered by BM must be received within 28 days of the request. If not paid on time an additional charge of £25.00 per day will be added to the account. (updated 07.11.14) (updated 23.07.16)
- 3.6 Interest on overdue accounts may be charged to the Client by BM at its discretion from the date the payment falls due to the actual date of payment at the rate of 4% over the Co-Operative Bank Plc from time to time and shall continue to accrue after any Court judgement.
- 3.7 Payment methods are as follows: Cheques made payable to "Beeston Manor Limited" internet banking, cash and debit card. For alternative payment methods, please get in touch. (updated 12.02.2018)
- 3.8 We do not accept American Express (updated 26.07.17)

4. Damage to Property/Fixtures and Fitting.

- 4.1 The Client will NOT, without the previous consent of BM: -
- 4.1.1 Fix any bolts, nails, tack, screws etc. in the premises or any part thereof
- 4.1.2 Fix any additional lights or extensions from the existing lights or sound fittings either internally or externally to the premises.
- 4.1.3 Display any Flags, emblems or other decorations either internally or outside any part of the premises and the Client shall forthwith remove any flags or other decorations which the BM may have permitted to be displayed but which when displayed are, in the opinion of the Chief Executive of BM unsightly, offensive or for any other reasonable cause
- 4.1.4 Permit the use of smoke machines, lasers, cracked oil and dry ice.
- 4.2 The Client shall be responsible for all damage caused to the allocated function rooms, conveniences or the fittings and furnishings, utensils and equipment therein or to Beeston Manor Limited generally, caused either directly or indirectly by any act, default or neglect of the Client, subcontractor, employee or guest of the Clients and shall pay to BM the amount required to make good or remedy such damage. The Client shall pay the amount of such damage within 7 days of demand.
- 4.3 BM shall not be responsible for the personal effects (including, without limitation, gifts, prizes, wedding cake, flowers etc) and other property of the Client, subcontractor employee or guest brought onto the premises by them and the Client should arrange such insurance as the Client deems advisable in those circumstances at the Clients own cost.

4.4 Subject to its policy of Insurance BM shall not be responsible to the Client for any personal injury and damage to the Client, subcontractor, employee or guest but this shall not exclude the Clients statutory rights to protection at law relating to any defect in the premises.

4.5 All subcontractors must comply with all appropriate legislation and within 1 month prior to the event satisfy BM (by supporting documents or otherwise) of an adequate insurance policy safety policies and current certification of all their electrical equipment.

4.6 BM reserves the right to determine the level of noise generated by music at any function and the clients will, when requested to do, adjust the level of music accordingly.

4.7 Chinese lanterns are not permitted. (updated 29.12.13)

4.8 Fireworks – due to noise nuisance to local residents, fireworks are not permitted, however silent fireworks are permitted as an alternative. (updated 29.12.13)

4.9 Candles – any candle holder in use MUST be approved by BM. Excessive damage caused by candles will incur charges. No coloured wax permitted. Battery operated candles are preferred. Candelabras must have battery operated candles. BM reserve the right to disallow use of candles in a holder if deemed unsuitable. (updated 29.12.13) (updated 26.07.17)

5.0 Biodegradable confetti is only permitted in the rear gardens. (updated 07.11.14)

5.1 Petals used on the ceremony carpet must be approved by BM (updated 07.11.14)

5.2 Lift restrictions: there is a 2-metre height restriction on the lift and a maximum of 5 persons or 400kg (updated 26.07.17)

5 Food and Beverage

5.1 No wines, spirits or food may be brought into the allocated rooms or onto the premises generally of Beeston Manor by Clients or guests for consumption on the premises – this includes alcoholic drinks as wedding favours. All beverages and food must be purchased from BM. (updated 24.10.12)

5.2 It is not permitted for the client, subcontractor or guest to bring drink and or alcohol into the premises. It is your duty to tell the client, subcontractor or guest. Any breach of this term and condition will result in a non-refundable charge of £500.00 and/or ejection from the premises. (updated 07.11.14)

5.3 If we are requested to purchase any cask ale or speciality beverages on the client's behalf, any wastage is chargeable at the cost price.

6 Generally

6.1 The Client shall not sublet "Beeston Manor" or any part of it. The Booking shall not confer upon the Client any legal licence whatsoever to occupy the premises as of right and the Client shall immediately vacate the premises at the request of the Duty Manager.

6.2 BM shall not be liable to the client for any loss due to breakdown of machinery, failure of gas or electricity supply, leakage of water, fire, Government restriction or Act of God, which may cause BM to be temporarily closed or the function to be interrupted or cancelled.

6.3 The right of entry to the allocated function rooms or any part of Beeston Manor is reserved to BM its servant's agents and persons authorised by it and to any Police Officer at any time during the function or times when the room or rooms are being used by the Client

6.4 The Client shall take all necessary steps to ensure that good order is kept in the allocated function rooms and other parts of the premises being used by the Client at the time of the function and will assist BM to expel any persons attending the function (if necessary) to preserve good order. BM shall be entitled to charge the Client for any expense incurred for engaging Police Officers to preserve or restore order.

6.5 BM reserve the right, at its sole discretion, to transfer the function or hiring to another room or suite within the building of "Beeston Manor" in the event of an emergency, or for any other good commercial reason, without any liability to the Client.

6.6 All civil wedding ceremonies must be conducted by and under the supervision of a Superintendent Registrar and in accordance with the licence granted to BM by the County Council. It is the responsibility of the client to provide CD's and to nominate a person from the wedding party to operate the hi-fi system supplied by BM.

6.7 All communications relating to the use of "Beeston Manor" or any part of it shall be addressed to: The General Manager, Beeston Manor, Quaker Brook Lane, Hoghton near Preston PR5 0RA Telephone Number: 01254 851996

We acknowledge receipt of the terms and conditions and formally give our acceptance and agreement to adhere to the terms contained therein.

Partner 1 signature:.....

Print Name:.....Date:.....

Partner 2 signature:.....

Print Name:.....Date:.....

Beeston Manor signature:.....

Print Name:.....Date:.....