

Scale 3 Booking Form and Terms and Conditions for The Grange & The Cavendish Country Houses
PART OF ARENS MANAGEMENT LIMITED

MONTH	DAY	DATE OF EVENT	VENUE & DESCRIPTION	DEPOSIT PAID
				£250.00 PAID IN FULL

Your agreement to hire our facilities is with Arens Management Limited who own The Grange & The Cavendish Country Houses.

The administration fee payable to book our venues is **£250.00**. In the event of the hirer cancelling the function for whatever reason the fee is not refundable. Please note that a payment of **£1000.00** towards the hire fee is due six (6) months prior to the function date. The remaining hire fee plus the catering fee is due strictly (7) working days prior to the function date.

WE DO NOT ACCEPT CREDIT CARD PAYMENTS. DEBIT CARD IS FINE.

You may hire the Houses up to 11.00pm with one hour after for your guests to vacate the grounds and our staff to clean. No third parties are to be contracted or allowed onto our premises without agreement from Arens Management Limited.

Civil ceremonies if required are at cost and are priced in addition to the charges above. Final numbers and all catering payments are due no later than 7 working days prior to the function.

PLEASE NOTE: The Grange Marquee is an extra cost of £1000.00 + VAT / The Grange & The Cavendish Civil Ceremony set up fee is £175 + VAT

- The houses are available for private functions only and the hirer acknowledges complete understanding of what is regarded as a private function and what is a public function when signing this form.
- Final balance is subject to number of people & menus which are required seven (7) working days prior to the event.
- All food and drinks must be supplied by Arens Management Limited. (Details discussed within office hours.) There are no exceptions to this and any breach will result in the immediate termination of the function. Please note evening buffet menus are laid out for a maximum of 2 hours.
- A damage deposit of £300.00 will be charged 7 days before every function and Arens Management Limited will deduct any damage or excessive cleaning bills from this amount. Subject to this the damage deposit is returned 7 days after the function. Children must be supervised at all times.
- The hirer is totally responsible for all their guests at the function and is responsible for any damage caused at the function suite by any of the guests. (in excess of the £300.00 deposit)
- There is a no smoking policy inside the building of The Grange and The Cavendish Country Houses.
- Arens Management Limited reserve all rights to terminate the function at any time if the hirer or any of the hirer's guests do not comply with the function rooms rules.
- The hirer will be totally responsible for any licenses required to run their function. Any attempt by the hirer or the hirer's guests to breach these laws will result in the immediate termination of the function and possible prosecution. **Our Wedding License at The Cavendish allows us to set the marriage room with 72 seats. The Grange allows 74 seats – This number must not be exceeded, strictly no standing.**
- The hirer is responsible for all guests to have vacated the grounds by the time stated on this booking form and must nominate at least one responsible person to execute this process. Please note that a charge of £30.00 will be deducted from your damage deposit for every 15 minutes after the time stated that guests are still on the grounds plus £18.00 per hour for each member of staff plus VAT.
- Arens Management Limited cannot be held responsible if the function suite should become unavailable after the hirer has booked a date for reasons beyond the companies control. In such a case the administration fee paid will be refunded.
- Arens Management Limited cannot be held responsible for any damage or loss of property on the premises or injury to anyone using the premises.
- The administration fee payable to book our venue is £250.00. In the event of the hirer cancelling the function for whatever reason the Fee is not refundable. The remainder of the hire fee (not refundable) is payable 6 months before the function date.
- Our catering prices are based on your guests arriving and eating the meal within the time discussed in advance with our catering manager. I.e. Arrive at 2.30pm, greet guests at 3.15pm, eat at 3.30pm, and finish at 5.45pm. Any delays In Starting or Finishing Will Be Charged At £18.00 Per Hour for Each Member of Staff Present (All charges are subject to VAT)
- Please make all necessary security arrangements to protect any valuables that you (the client) or your guests may bring on to the premises such as presents, cards etc. Arens Management Limited cannot accept any responsibility for the loss or damage to any of these items.
- OUR "WITH SERVICE" OPTION & SET TIMINGS - Please note that Pre-Function time takes place before your guests are ushered into the main room for lunch or dinner. Drinks and Canapes are normally served during this point. This period is 45 minutes maximum and is included in all menus as long as Canapes & drinks are ordered from Arens Management. You can extend your pre-function time but you will incur staff waiting time charges at £9.00 + VAT per 30 minutes per member of staff. Please note that if you opt to have your speeches before the dinner or lunch you will incur staff waiting time charges at £9.00 + VAT per 30 minutes per member of staff. Please note our menu prices do not include the decorating or placing of any extra paraphernalia supplied by the client. For example, name cards, seating plans, Centre pieces, chair covers, party favours etc.
- If you are ordering a wedding package you may invite extra guests in the evening subject to our max numbers & by ordering an evening buffet for each person.

In Consideration Of My Application Being Accepted I Agree To Abide By All The Terms And Conditions Above.

Signed

Print Name

Person Being Over 18 Years

Date