



BOOKING CONTRACT

By signing this contract you are entering into a binding agreement. When completing this booking form please take care and ensure that you have read and fully understood the Terms and Conditions of Glen Lodge Bawburgh Ltd.

EVENT INFORMATION

Main Contact

Name :

Telephone :

Email :

Address :

EVENT DETAILS

Event Date : _____

Birthday Anniversary Religious Corporate Charity Other

Number of Guests _____ (approximately)

Guest Arrival from _____

Any agreed booking amendments: _____

DECLARATION

By signing this contract we are confirming that:

1. I have read, understood, accept and shall adhere to Glen Lodge Bawburgh Ltd terms and conditions on page 2 of this document.
2. All suppliers or event contractors used on site will be agreed by Glen Lodge Bawburgh Ltd and we agree to pay for any additional, optional or contracted facilities and services that we arrange to use at Glen Lodge Bawburgh.
3. The named contact detailed on this form is entering a contract with Glen Lodge Bawburgh Ltd and is liable for any money owed.
4. All details on this form are correct.

Have you taken out event insurance? Yes / No

To ensure your event date is secured please sign this booking form and pay your deposit within 14 days.

Print Name : _____

Signature : _____

Date : _____

GLEN LODGE BAWBURGH LTD TERMS AND CONDITIONS

BOOKING TERMS

Provisional bookings will be held for a period of 14 days.

After 14 days, if no deposit is paid the provisional booking will be cancelled.

If another party offers a deposit on the same booking date within these 14 days you will be offered first refusal and asked to pay a deposit within 24 hours.

The booking deposit of £100.00 is a non-refundable deposit and will be deducted from the final bill.

PAYMENT TERMS

Upon booking - £100.00 non-refundable deposit and signed booking contract required.

3 months prior to booked date - £100.00 balance payment required.

1 month prior to booked date - Remaining balance payment and final event details required.

Any outstanding balance is to be made within 14 days after the booked date.

To make payment by Bank Transfer please use the below details and reference your name and booked date.

Account Name : Glen Lodge Bawburgh Ltd Account Number : 00478180 Sort Code : 20-99-08

Please make all CHEQUES payable to GLEN LODGE BAWBURGH LTD.

CANCELLATION TERMS

The booking deposit of £100.00 is non-refundable.

If your event is cancelled more than 3 months prior to your booked date, balance payments will be refunded.

If your event is cancelled less than 3 months prior to your booked date, payments will NOT be refunded.

EVENT INSURANCE

Please note all deposits and any balances for an event cancelled with less than 3 months to the booked date are non-refundable, so we highly recommend that you take out appropriate event insurance. To compare prices and options please visit www.insuremyevent.co.uk.

EVENT DETAILS

Final details are required by the events coordinator one month prior to the booked date.

All food choices must be pre-ordered.

Confirmation of numbers, menu pre-orders and full payment is required one month before the booked date. Any additional or small changes may be made up to two weeks in advance of the date.

RESTRICTIONS

Due to noise limitations imposed, music is not permitted after midnight. Any music entertainer must bring a copy of their own public liability insurance before they are allowed to set up equipment or play.

Any decor that requires the use of steps must be carried out by a fully insured external company.

Our bar and premises license allows the serving of alcohol until 12:00am. All guests are expected to depart the venue and premises by 12:30am.

GUEST CONDUCT AND DAMAGES

The customer shall be responsible for the orderly conduct of its guests and shall ensure that its guests have regard to any regulations imposed by any competent authority and that nothing shall be done which will constitute a breach of the law.

If any guests are believed to be using illegal substances on the premises, or behave aggressively towards staff, they will be asked to leave. If any guests refuse to leave the premises, further action will be taken and the relevant authorities will be informed.

The customer shall fully indemnify the company against any claims of loss or damage arising as a result of breach of this clause.

ADDITIONAL

Corkage is available at the cost of £10.00 per bottle of wine and £15.00 per bottle of champagne or sparkling wine. Fireworks are no longer permitted at our venue.

Glen Lodge does not take responsibility for any items or vehicles left on the premises over night after the event.

Glen Lodge holds the right to use photographs of our venue set up for your event for marketing purposes, unless specified otherwise.