



TERMS AND CONDITIONS OF HIRE

CORPORATE / PRIVATE RATES

The price quoted below is for the Hire of the venue only. Quotes for catering, drinks, flowers, photography and private guided Tours are in addition to the facility hire fee and can be supplied on request.

HALF DAY RATE: **£250.00**

DAILY RATE:- **£350.00**

EVENING RATE:- **£300.00**

- Please note that prices quoted above may be subject to change.
- For further information please contact Clifton House on the numbers below.
- Cheques should be made payable to Clifton House Centre Limited

TERMS AND CONDITIONS:-

A non-refundable deposit of 25% must be paid within two weeks of confirmation of the event to secure the date. Full payment of the remainder of the room hire of Clifton House Heritage Centre must be made at least four weeks prior to the event date.

Final numbers attending the event and menus must be confirmed at least 7 working days in advance of the event date. The Organisers must adhere to the agreed numbers attending the event.

The Organisers must adhere to the agreed times for setting up and closure of the event. Clifton House reserves the right to refuse any short-notice extension of agreed times or, alternatively, to impose additional charges at the appropriate rate.

All food and beverages consumed on the premises must be supplied by our experienced In-House Catering Team unless agreed in writing with the Event Co-ordinator / Catering Manager.

The Organiser will be solely responsible for the behaviour of guests whilst on site at Clifton House and will be responsible for the costs to repair or replace any items damaged during the event.

It is the responsibility of the Organiser to ensure that disabled persons who may require assistance make themselves known to staff on-site at Clifton House.

Cancellation Policy

If the event is cancelled after confirmation the following cancellation charges including food and beverage charges will be applied

30 days prior to event	Full hire rate will be applied
14 days prior to event	Full hire rate and 50% of the agreed food and beverage charges will be applied
7 days prior to event	Full hire rate and 100% of the agreed food and beverage charges will be applied

I have read the above terms and conditions and agree *(please tick box)*

Signed: _____

Date: _____