



CLIFTON HOUSE
EST 1774
Belfast's Original Historic Meeting Venue

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.

	BOARDROOM	ARCHIVE ROOM
<u>HALF DAY RATE:</u>	£250.00	£150.00
<u>DAILY RATE:-</u>	£350.00	£250.00
<u>EVENING RATE:-</u>	£300.00	n/a

- 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:-

Full payment of the of the room hire charge for Clifton House Heritage Centre plus any additional agreed charges such as catering / hospitality must be made no later than 30 days from the date of invoice.

Final numbers attending the event and menus must be confirmed at least 10 days in advance of the event date. The Organiser must adhere to the agreed numbers attending the event.

The Organiser 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

More than 30 days prior to event	£50.00 administration fee
30 days prior to event	50% hire rate will be applied
10 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: _____