



Terms & Conditions

1. Preliminary

Save as otherwise expressly stated herein, these terms and conditions will apply to all Conferences, Parties or Function bookings (including, without limitation, Weddings, Receptions, Dinners, Lunches or Day Meetings) which will be hereinafter referred to as "The Event", whether or not bedroom accommodation is provided.

2. Definitions

In these terms and conditions, the expressions outlined shall have the following meaning:

- "The Venue" means Charlotte Housel, The Lawns, Union Road, Lincoln, LN1 3BJ, which is owned and operated by JPC (Commercial Services) Limited, Hollingwood Hall, Cedar Street, Chesterfield, S43 2LF.
- "The Client" means the person(s), firm or company as specified at section 12 of this agreement.
- "The Contract" means the agreement between "The Venue" and "The Client" in relation to The "Event", incorporating this agreement and any amendments agreed in writing;
- "The scheduled date(s)" means the first date upon which "The Venue" is used in relation to the Event.

3. Offer and Acceptance

- 3.1.** The booking of any Event along with the payment of a deposit, shall result in the legally binding contract between The Client and The Venue.
- 3.2.** No variation, waiver or supplement to the conditions shall be binding on the Venue unless expressly authorised by the Venue in writing.

4. Confirmation of Numbers

- 4.1.** No later than two calendar months prior to the scheduled date(s) The Client shall notify The Venue in writing of the number of guests attending The Event ("The Final Numbers");
- 4.2.** The Venue shall be under no obligation to accept any increase in The Final Numbers and any such acceptance will be at the sole and unfettered discretion of The Venue.
- 4.3.** The Final Numbers shall constitute the minimum number of people in respect of which The Venue shall charge the Client in relation to The Event, notwithstanding that the actual numbers attending may be fewer.
- 4.4.** Two months prior to the scheduled date, the Client shall notify The Venue in writing of the accommodation requirements ("The Final Accommodation") - where accommodation has been reserved on behalf of a 3rd party, The Client remains responsible for the booking until payment has been received from that 3rd party.

5. Deposits

- 5.1.** A £500.00 non-refundable deposit is payable in order to confirm The Event. This will be deducted from your final bill accordingly.
- 5.2.** Where bedroom accommodation is required a further £650.00 is to reserve all bedroom accommodation (14 rooms). Where fewer than 14 bedrooms are required, an accommodation deposit equivalent to £50 per room shall be paid.

6.1. Cancellation by The Client

- 6.1.** For Clients taking advantage of our 10% pre-payment scheme, please note that all monies paid are non-refundable. We recommend The Client purchases suitable wedding insurance.
- 6.2.** Where the Client has not prepaid and payment is governed by section 9 of this agreement, the following cancellation charges shall apply in should the Client wish to cancel the Event:

Notice of Cancellation	% of Confirmed Charges payable
More than 6 Months until the scheduled date	£500 deposit forfeit.
Less than 6 calendar months but more than 2 months	50%
Less than 2 months	100%

- 6.2.1.** For the purposes of these conditions, the expression "confirmed charges" means the charges specified by The Venue to The Client in the course of organising The Event in relation to the Final Numbers, Final Accommodation and (as the case may be) any additional facilities e.g. (meeting room hire) as may be agreed.

7. Exclusive Use of the Venue

- 7.1.** Where exclusive use of The Venue is required, The Client must reserve all bedroom accommodation. Exclusive use of The Venue restricts access to the Client and his guests only

and public access is suspended. The venue reserves the right to cancel exclusive use if all bedroom accommodation is not reserved.

7.2. Exclusive use of the ground floor can be arranged if only partial occupancy of the Venues bedroom accommodation is required, however, due to the presence of guests not connected with the Event, all music (i.e. Disco, bands, etc.) must cease by 23:30.

7.3 Where the Venue is used non-exclusively by The Client, access for third party guests not connected with the Event must be maintained.

8. Rescheduling / Cancellation by The Venue

- 8.1** The Venue shall have the right at any time (giving as much notice as possible to The Client) to cancel or reschedule the Event in the following circumstances,
- 8.1.1.** The venue or any part thereof is closed due to circumstances outside the control of The Venue including (without limitation) by reason of Fire, flooding, pandemic, unavailability or interruption of water supply, fuel, light or any other power supplies, mandatory or voluntary compliance with any direction, request or order of any person having or appearing to have the relevant authority (local /national), strikes, lock out or other labour disputes or shortage of staff;
- 8.1.2.** The Client is more than 14 days in arrears with any payment whatsoever owed to the Venue

8.1.3. The Venue considers that The Event will or might prejudice the reputation of the Hotel or is likely to cause physical damage to The Venue.

9. Payment Schedule & Terms

- 9.1.** No later than 6 calendar months prior to the scheduled date, the Client shall pay **50%** of the total estimated charges to the Venue.
- 9.2** No later than 2 calendar months prior to the Scheduled date, the Client shall pay the balance of the total confirmed charges i.e. 100% payment.
- 9.3** The Venue is only able to accept up to a maximum of £500 by credit card. The preferred methods of payment are BACS or debit card.
- 9.4** Where the Client intends to partake in the Venues 10% pre-payment discount scheme, qualifying payments should be made within 4 weeks of the initial viewing. Once this period has elapsed, the venue will confirm whether payments can be still be accepted for the purposes of the scheme. Please note that all payments made under the pre-payment scheme are non-refundable.

10. Use of the Venue

- 10.1.** The Client shall, so far as possible, ensure that all persons attending or involved with The Event shall:
- 10.1.1** Comply with the licensing, health and safety, hygiene and all other regulations relating to The Venue and The Event;
- 10.1.2** Not carry out any electrical or other works at The Venue (including amplification or lighting) without the prior written consent of The Venue and where such consent is given, in accordance with the directions of The Venue;
- 10.1.3** Not bring into The Venue any dangerous, flammable or hazardous items and to promptly remove such items at the request The Venue;
- 10.1.4.** Not consume any food or drink whatsoever at The Venue, which has not been supplied as part of the contract (excluding wedding cakes), and in particular not to provide any alcohol-based wedding favours.
- 10.1.5.** Leave promptly when required to do so and comply with all reasonable directions of the Venues staff.

11. General

11.1. The Venue will take all reasonable steps to hold The Event in accordance with the contract, but reserves the right to provide alternative services of an equivalent standard;

11.2. The Hotel is strictly no smoking throughout. Smoking is permitted externally in the designated areas. Breach of this condition, by the client or his guests will result in a minimum charge of £250 + VAT payable immediately by The Client; **11.3.** While the Hotel has taken all reasonable steps to ensure that the information contained within its brochures, tariffs, leaflets and other advertising or

promotional material is accurate, these shall not be, or be deemed to be a representation or warranty of the same; and the Venue reserves the right to alter, substitute or withdraw any service or facility at any time (with or without notice); **11.4.** The Contract shall be governed by English Law.

12.

I have read the terms of this agreement

Signed _____ **Signed** _____

Printed _____ **Printed** _____

Date _____ **Date** _____