

BEDERN HALL – CONDITIONS OF HIRE

1. All bookings made in respect of Bedern Hall are accepted by Bedern Hall Company Ltd (“BHC”) upon the following conditions which shall form the contract between BHC and the person(s), firm or company booking the Hall (“the Hirer”)
2. Upon receipt of a booking BHC will hold the booking for 14 days pending receipt of a deposit and a completed booking form. If such are not received within this time limit BHC reserves the right to release the provisional booking and hire the Hall elsewhere. If booking form and deposit are received as requested BHC will issue confirmation of booking. The balance of the Hall hire charge is due within 14 days of the issue of such confirmation. Should such balance not be received within this time limit BHC again reserves the right to release the booking and hire the Hall elsewhere.
3. In the event of cancellation by the Hirer BHC will retain all sums paid by the Hirer in the first instance and will endeavour to re-let the Hall. In the event that BHC is not able to mitigate its loss at all or in full the sums previously paid by the Hirer will be used in full or in part to compensate BHC for its losses. Should such sums be insufficient to compensate BHC for its losses the Hirer will promptly pay any remaining losses to BHC.
4. Where for reasons beyond the reasonable control of BHC including but not limited to fire, flood, damage and loss of utilities BHC cannot proceed with the Hirer’s booking all sums previously paid by the hirer will be returned. BHC accepts no further liability to the Hirer for any loss, cost or expense suffered by the Hirer.
5. All catering arrangements must be made through resident caterers ‘Time & Place’ owned and operated by Mr. Roger Lee (“T&P”).
6. (a) Nothing in this agreement limits or excludes the liability of BHC and/or T&P from death or personal injury resulting from negligence.
(b) Subject to clause (a) neither BHC nor T&P shall be liable for loss of profits; or any unreasonably foreseeable special, indirect, consequential or pure economic loss, costs, damages, charges or expenses.
(c) BHC’s total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance or contemplated performance of the agreement shall be limited to £2,000,000.
(d) T&P’s total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance or contemplated performance of the catering arrangements shall be limited to £2,000,000.
7. **Damage to the Hall.** The Hirer is to take good care of and not cause damage to the Hall or its contents. The Hirer will be expected to make good and pay forthwith any damage or any excessive cleaning caused by any act of the Hirer or anyone for whom the Hirer is responsible or has permitted to enter the Hall. You are advised to effect your own Public Liability Insurance for your event.
8. **Fire and Safety** The Hall is fitted with a manually operated fire alarm system which is activated by a ‘Break Glass’ panel. Public safety is of paramount importance and your assistance, as the hirer responsible for the event, would be appreciated. Should the alarm be activated then the Hall is to be evacuated immediately and guests must leave the Hall by the nearest exit walking calmly and slowly. It is vital that any disabled or elderly people are assisted so that exits do not become obstructed. The emergency exits are clearly marked and are situated as follows:
Committee Room Main entrance via the lobby
The Hall Main entrance or Side door
On your arrival you are asked to spend a few moments to locate exits. In the interests of safety you are asked to arrange for 2 or 3 of your fellow guests to do the same so that they can assist in the unlikely event of an emergency.
The assembly point of evacuation is: Outside the courtyard railings on Bartlegarth
9. **Parking.** There are no parking facilities at the Hall whatsoever. Your attention is drawn to details on our website of nearby car parks (www.bedernhall.co.uk). This should be drawn to the attention of all members of your party.
10. **Time of Events.** Evening events must be finished by 10.30pm and the Hall cleared by 11.00pm
11. **Music** is permitted at the Hall by prior consultation with BHC. It is possible to have *unamplified* music only. There are noise levels which must not be exceeded. If musicians arrive at the Hall with amplification we will not allow them to perform. We will not permit music beyond 10.30pm
12. **Noise** The Hall is in a residential area and we enjoy good relations with our neighbours. You and your guests are asked to make very effort not to disturb the area, particularly when leaving the Hall.
13. **The Terrace** at the rear of the Hall is available to Hirers subject to our permission and control. **The Garden** at the rear of the Hall is private and access to it is prohibited.
14. **Confetti** or similar substances are not allowed in the Hall or its grounds. Helium balloons and ‘party poppers’ are also not allowed in the Hall.
15. **Children** will only be allowed on the premises if accompanied by a parent or other responsible adult. That adult is expected to supervise the children in question at all times
16. **Right to refuse admission.** BHC reserves the right to refuse admission to the Hall or exclude from it all persons who are causing a disturbance or who are about to do so

I acknowledge that I have read and received a copy of these terms and conditions and accept them.

Signature:

Name:

Company or Firm Name:

Position: